

STONY DEAN SCHOOL

Specialist SEN College for Communication and Interaction

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APPLICATION FOR LEAVE OF ABSENCE

Section 444: Education Act 1996 states that parents have a legal obligation to ensure that their compulsory aged child attends regularly.

Please note: Parents are expected to take family holidays during School Holidays and leave of absence will only be granted under exceptional circumstances.

Parents who do take their children on holiday during term time without prior authorisation by the school, may be fined under section 23 of the Anti-Social Behaviour Act

Name of Pupil: _____ Date of Birth: _____

Address: _____

I request special permission from the Governing Body for my child to be granted Leave of Absence for the dates and reason/s below

from: _____ to: _____ (proposed dates of absence)

Please give details and reasons for the proposed absence:

Signature of Parent / Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher before submission. The Headteacher will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded as unauthorised.

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LEAVE OF ABSENCE REQUEST – RESPONSE FORM

Dear _____ Pupil Name: _____

Please note that on this occasion I have been able/unable to authorise this request for absence.

Dates from _____ to _____

Signed: _____ Date: _____

Pauline Dichler - Headteacher