

Cheney School

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Head

Jolie Kirby, BA, NPQH

Deputy Head

Sylvia Hawken, MA, BD, NPQH

Think for yourself, act for others

Application for Leave of Absence Form

Parents have no legal right to remove their children from school during term time for a holiday. Cheney School strongly discourages parents taking their children out of school for the purpose of holiday. Amendments to the Education (Pupil Registration England) Regulations 2006, effective from September 1, 2013, state that a Head teacher may grant leave of absence during term time *only in exceptional circumstances*.

No leave of absence will be authorised in any circumstances for any student with attendance below 95%. Requests for absence during term time must be submitted directly to the Head teacher on a School Application for Leave of Absence form with information as to why the reason for the request is exceptional. Requests for holiday must be submitted at least two weeks in advance.

Failure to do this may leave parents liable for a Fixed Penalty Notice under the Education (Penalty Notices England) Regulations 2007.

PARENT/CARER TO COMPLETE THIS SECTION

Student's Name		Tutor Group	
Address:			
Telephone No.			
Parent/Carer's Name:			
Length of absence (number of school days)			
Destination			
Date of Departure:		Date will return to school*	
Reason for need to apply for this absence during term time rather than school holiday time:			
Parent/Carer's Signature:		Date:	
*Note that failure to return when expected may result in the student being removed from the school roll			

SCHOOL TO COMPLETE THIS SECTION

Student's attendance this academic year:	
Previous holiday days taken:	