



Banbury Academy Request for Leave of Absence

To: Pastoral Manager

I hereby request leave of absence for:

Pupil's Name: Tutor Group

From: To:..... (Inclusive Dates)

Please give reason for holiday during term time:

.....

Signature of Parent/Guardian: Date

Please return this form to the Pastoral Manager at least 14 days before the holiday.

Please note:

1. Holidays in term time are discouraged. We will only authorise holidays under exceptional circumstances and will take into consideration:
 - Overall attendance of the pupil
 - Duration of the trip
 - Impact on the pupil's education
 - Family circumstances
2. Holiday request for Year 11 students will not be granted.
3. Failure to request leave beforehand or refusal to grant leave will result in your child's absence being recorded as UNAUTHORISED, which could lead to legal action being taken by the Attendance and Engagement Team.
4. If a student fails to return within 10 days of the date indicated on this form, then they may be taken off the Academy roll. You would then need to re-apply for admission to Banbury Academy when they do return.

Signature of Pastoral Manager.....

Any further comments from Pastoral Manager:

Please pass to Elaine King, Welfare & Attendance Manager for authorisation.