

## Leave of Absence in Term Time Request Form



There is no entitlement in law to time off in term time. Magna Learning Partnership Academies will not authorise leave of absence in term time unless there are exceptional circumstances. Whilst there is not a definitive list of circumstances these are typically for the following reasons:

- Unavoidable medical or dental appointments
- Close immediate family bereavement
- For religious observance
- Gypsy Roma Traveller absence when the family is travelling for occupational purposes only
- Matters relating to a child's welfare

All holiday is unauthorised regardless of the reason. Individual cases will be addressed by the Academy Leader, their decision is final. Please return to the main office.

Parent(s) name:			
Name of child(ren):			
Year Group(s):			
Tutor Group(s):			
Date of first day of absence:		Return date:	
Number of Days requested:			

### Exceptional circumstances (reason) for Leave of Absence during term time:

Signed:		Date:	

Please allow at least ten days for this form to be processed and response to be received

### For Academy use

Current attendance:	%	Request Authorised:	<b>Yes</b>	<b>No</b>
Authorised absence:	%	FPN to be issued:	<b>Yes</b>	<b>No</b>
Unauthorised absence:	%	Signed:		