

THE WEY VALLEY SCHOOL AND SPORTS COLLEGE
Education (Pupil Registration) Regulations 1995 – Regulation 8
APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

I request leave of absence for the child(ren) named below from **THE WEY VALLEY SCHOOL** during the period given.

Name(s) of childT/Gp.....

Children).....T/Gp.....

Absence from:	To:	No of school days taken:
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Parents will understand the importance of regular education and it is hoped that requests for absence will only be made when there is no alternative available, therefore some explanatory reasons for the absence should be given in the space provided OVERLEAF.
 ♦ **REQUESTS FOR ABSENCE DURING TERM TIME MUST BE SUBMITTED BEFORE ARRANGMENTS ARE MADE TO AVOID DISAPPOINTMENT**

Signed: (a parent with whom the pupil usually lives)	Dated:
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APPLICATION FOR LEAVE OF ABSENCE

Name(s) of Child/Children:

Your recent request has been **APPROVED/NOT APPROVED** for these dates

Signed: (on behalf of the Governing Body of the school)	Dated:
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NOTES:

1. Regulation 8 states
 - (1) Leave of absence may only be granted by person authorised in that behalf by the proprietor (ie Governors) of the school.....
 - (2) Subject to paragraph (4), on application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school.
 - (3) Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than the school says leave of absence in any school year'
2. This form should be completed by the parent or guardian and submitted to the Principal of the child's school as early as possible. Absence without the Principal's approval will be unauthorised, and therefore illegal.
3. If more than one child from the family is to be absent from the same school, only ONE form need be completed, but each child must be named on the form.
4. Parents should not assume that approval will automatically be given, so early application is always wise.
5. Parents should be aware that they are liable to prosecution if attendance falls below 85% under the 'Fast Track' arrangements.

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