

Bourne Alliance – Multi Academy Trust

Application for Exceptional Leave of Absence from Education

- Time off will only be authorised by the Executive or Head of School in **exceptional** circumstances.
- The Executive or Head of School cannot give retrospective approval.
- There is no right of appeal against the decision because the authorisation of absence is the sole responsibility of the Executive or Head of School.

Please see our website for further information regarding our Academy criteria.

Agreement to each request is at the discretion of the Executive or Head of School, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above. The Governing Body will always support the decision made by the Executive or Head of School.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent, for each child taken out of school.

NAME OF CHILD(REN):	
D.O.B:	
CLASS:	

Date of first day of absence: _____

Date of return to school: _____

Number of days requested: _____

Please detail the **exceptional** circumstances requiring absence during term time:

Signed: _____ Dated: _____

SCHOOL OFFICE USE ONLY

Attendance			Executive / Head of School Decision
2025-2026	%		Absence Request: AUTHORISED / DECLINED DB / KS / TW Your request or absence has been declined because: _____ _____ _____
2024-2025	%		
2023-2024	%		
2022-2023	%		
2021-2022	%		
2020-2021	%		
2019-2020	%		