

**APPLICATION FOR LEAVE OF ABSENCE IN  
EXCEPTIONAL CIRCUMSTANCE IN TERM TIME**

St Peter's CofE Academy places significant importance on regular, full attendance. If a student's attendance falls to 90%, they have half the chance of getting their GCSE qualifications, including English and Mathematics.

We understand that, occasionally, there are exceptional circumstances that mean students need to be absent from the academy, and these circumstances will be considered individually by the Principal. However, parents/carers should be aware that any request for leave of absence during term time will not be authorised.

As a school we are obliged to inform you that you will be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Stoke-on-Trent's Council's Code of Conduct. Which can be found on the Academy Website. Failure to pay any such fine could lead to prosecution in a Magistrates Court. If a parent/carer removes their child without requesting leave of absence, the Academy will apply to the local authority for a penalty notice to be issued.

This form must be completed by the parent/carer at least **four weeks** before the planned absence.

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Name of Child ..... Year ..... Form .....

Address .....

First day of leave ..... Last day .....

Total number of days:

Exceptional reasons for request: (please specify in the space below including destination or attach a letter)

Signed ..... (Parent/Carer) Print Name .....

Date .....

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**For Office Use only**

Authorised

Not Authorised

Signature of Vice Principal ..... Date .....

