

# RINGWOOD SCHOOL: Application for Leave of Absence Form



**Important – Please note: This applies to Years 7, 8, 9, 10 and 11**

**Holidays will NOT be approved during school time following the new Pupil Registration Regulations**

Parents / carers have a legal duty to ensure their child's regular attendance at school. The Headteacher has the discretion to authorise a Leave of Absence in *exceptional circumstances only*. The Headteacher will consider the reasons for the request, the effect on the continuity of the child's learning and his/her overall attendance.

The Leave of Absence application should be made **well in advance** and under no circumstances will absences be authorised after they have happened.

You will be notified on the decision as soon as possible after receipt of this form. Holidays which are unauthorised could result in the issuing of a fine via the Hampshire County Council guidelines relating to absence. The return of this form to school is the acknowledgement and acceptance of the warning notice of the issuing of a fine.

To:

Child's name:  Tutor group:

**I apply for leave of absence for my child:**

Dates for which leave of absence are required:

From:  To:  Number of school days:   
(first day of absence) (last day of absence)

Please give the reasons which prevent this being taken during a school holiday period:

--------------

Date:  Signed:  Parent / Carer

**For School use only:**

<b>Date received:</b>	<b>Checked by Attendance Officer</b>	<b>Forms completed/issued:</b>		<b>EC</b>
		<b>Details on system:</b>		<b>UA</b>