



Blue Coat Church of England Academy

Birmingham Street,
Walsall,
West Midlands,
WS1 2ND
Tel: 01922 720558
Email: postbox@bluecoatacademy.org
Website: www.bluecoatacademy.org
Principal: Mr D Smith

LEAVE OF ABSENCE REQUEST – DURING TERM TIME

Dear Mr Smith

Re: Student's Name

_____ Form _____
_____ Form _____
_____ Form _____

I request permission for the above named student(s) to take leave of absence, as detailed below;

Dates of requested leave

From _____ to _____ No..of School days _____

Reason for request;

I understand:

- Term time holidays will not be authorised, in accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- Leave of absence for other reasons can only be approved by the Principal and will only be granted in exceptional circumstances
- If approved – where possible and appropriate, proof will be required
- After four weeks absence, my child may be removed from the school register
- If leave is refused, the absence will be recorded as unauthorised and referred to the Education Welfare Service who will issue a Penalty Notice fine of £160 to each parent and for each child (£80 per parent, per child if paid within 21 days)

Signed Parent/Guardian _____ Date _____

PLEASE RETURN COMPLETED FORM TO MRS K KARRA

Request Approved Yes/No

Principal _____

Date _____

