



Settle College

Be the best you can be

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APPLICATION FOR STUDENT LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the college as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested. Parents/carers must obtain the College's permission before making any arrangements for leave in exceptional circumstances: otherwise the absence will be recorded as unauthorized.

No parent/carer can demand leave of absence as a right. The Education Regulations state that applications for leave must be made in advance by a parent/carer with whom the child lives and can only be authorized by the College in exceptional circumstances. Each application is considered individually.

Taking a student on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

Name of student (s):

Tutor group (s):

Address:

Telephone Number:

I request permission for my child to be absent from College

From.....To.....

Number of actual school days misseddays

Exceptional circumstances for request: (this section must be completed in full and against stated criteria)

I confirm that I have checked with the Examinations Officer, Mrs Kilbourne, to ensure there are no exams during the period of absence.

Signature of parent/carer.....Date.....

For college use only

Date request received:

Decision reached:

Reply sent:

LA informed -Y/N

