



Cheshire Academies Trust
Inspiring hearts and minds



Boughton Heath Academy

Here, children thrive...

Becketts Lane, Boughton
Chester CH3 5RW

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REQUEST FOR LEAVE OF ABSENCE



- From September 1st 2013, **the law does not give any entitlement to parents to take their child on holiday during term time.**
- Any applications for *Leave of Absence* must be in **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant its granting.
- Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school. **This is now defined as any 10 sessions of unauthorised absence within a rolling period of 10 term-time weeks and carries forward over academic years. Each school day counts for 2 sessions – a morning and afternoon session.**

This form must be completed to request authorisation for any *Leave of Absence*, and submitted at least two weeks prior to its commencement. Such authorisation is at the Principal’s discretion and will only be granted in exceptional circumstances, i.e. funeral of close relative, absence relating to Armed forces postings. Some examples that will not be authorised; availability of cheap holidays/accommodation, long haul flights, weddings, better weather or overlap with the beginning/end of term dates.

Jon Lenton
Principal

I request permission for my child (insert name/s).....
in class/es..... to obtain *Leave of Absence* from to

Total number of school days*

The **exceptional reason** for the absence is:

.....

Signed Parent/Carer Date

The Principal gives authorisation for the above absence from school

The Principal is unable to authorise the above request for absence

*A Fixed Penalty Fine will be requested in circumstances as explained above

Signed (Principal) Date