



Application for Exceptional Leave

This form is to be completed by the parent or guardian. It should be presented at the Academy Office a minimum of **20 SCHOOL DAYS BEFORE** the period is due to commence.

Education Act 1996

“Parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child in school where she/he is registered.”

Government guidance

“It's strongly advised that you should not take your child out of school for family holidays during term time.” (www.direct.gov.uk)

Student's name: _____ Coaching Group: _____

Dear Mr Yarrow

I request permission for the above named child to be absent from Chelsea Academy on the dates shown below.

From: _____ To: _____

Number of school days absent: _____

Detailed explanation for absence request:

Signed: _____ Parent / Carer

Date: _____

Government guidance

“While absence may be granted for a holiday during term time, it is entirely the school's decision and is not a parental right.” (www.direct.gov.uk)

Chelsea Academy
Carlyle Building
Hortensia Road
London SW10 0QS

T 020 7376 3019
M 075 2596 7131
admin@chelsea-academy.org
www.chelsea-academy.org

Principal: Andy Yarrow

Decision of the Principal / Vice Principal

Student's name: _____ Coaching Group: _____

Current Attendance Level: _____

Previous Requests for Exceptional Leave: _____
Authorised [] Unauthorised []

Your child has taken _____ day(s) unauthorised absence this academic year (exclusive of the above)

Your child has taken _____ day(s) authorised absence this academic year (exclusive of the above)

The period of absence has been granted and is therefore authorised

The period of absence has not been granted and is therefore unauthorised. If your child is absent from Chelsea Academy during this period, the absence will be reported to the Education Welfare Service.

Principal / Vice Principal's comments:

Signed: _____ Date: _____

Mr Yarrow – Principal *Ms Harrison – Vice Principal*

Where a period of absence is authorised by the Principal, if the child does not return on the agreed date there is a risk that they could be removed from roll. This will depend on an assessment of the individual circumstances by the school and Education Welfare Service.