



**THE CEDARS
ACADEMY**
Lionheart Educational Trust



**CEDARS MARTIN
SIXTH FORM**
Lionheart Educational Trust

The Cedars Academy
Wanlip Lane, Birstall, Leicester, LE4 4GH

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schoolenquiries@thecedarsacademy.org.uk
www.thecedarsacademy.org.uk

Executive Principal Laura Sanchez
Associate Principal James Rolfe

LEAVE OF ABSENCE REQUEST FORM

Please read the following notes before completing this form

- There is no automatic right to take a leave of absence
- All requests will be considered on their own merits
- The power to authorise a leave of absence lies with the Principal

Name of pupil:	Tutor Group:
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Planned first date of absence:	Planned return date to school:	Number of days missed:

Destination:
Reason for request:

Please provide evidence as to why this trip/visit cannot be made in the school holidays:
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Details of emergency contact (to be contacted if pupil does not return to school on agreed date)
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Name:	Telephone no:
Email address:	

Parent/Carer's name:

Parent/Carer's signature:

Parent/Carer's telephone no:

Date:



Extended absences are never authorised. If parents provide evidence to show that the absence is essential, then a fine may not be applied.

- If an absence is taken without authorisation, a penalty notice of £120 per child per parent (discounted to £60 per parent per child if paid within 21 days) will be issued.
- If a parent/carer has been issued with a penalty notice on two previous occasions, then on the third occasion of unauthorised leave of absence being taken, a penalty notice will not be issued, but the parent/carer will be taken to court.
- If an extended period of unauthorised leave is taken, the pupil's name may be removed from the School roll.
- If authorised leave is granted, but the pupil does not return to School on the agreed date, the entire absence may be unauthorised. If they have still not returned after a further 10 school days, their name may be removed from the school roll entirely.
- We may request to see copies of your travel documents to confirm your date of return if a period of leave is granted.

Please email the completed form to CED-Attendance@thecedarsacademy.org.uk or send the paper copy in with your child to the Attendance Office prior to making the booking.

FOR OFFICE USE ONLY

Date paperwork received: _____

Staff name: _____ Job role: _____

Ticket/travel confirmation/evidence provided? YES / NO

Any exceptional circumstances to consider?

Evidence seen:

Extended absence authorised:	YES	NO
Fixed penalty notice to be issued:	YES	NO

Date letter/email sent to parent/carer:

Absence added to SIMS: YES / NO