



Leave of Absence (LOA) Request

This form should be completed if you are requesting a LOA for exceptional circumstances, this may include attending a wedding, a university visit, driving tests (not lessons), work experience, county level sport, and students in entertainment. This form should **NOT** be completed for medical/dental appointments and music exams you can email details direct as far in advance as is possible to attendanceofficer@beaconsfieldhigh.bucks.sch.uk.

Student's Name:		Form Group:	
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First Day of Absence:	DD/MM/YY Time if applicable	Last Day of Absence:	DD/MM/YY Time if applicable
	Number of Days Requested:		

Reason for Request

(Please explain why this absence has to be taken during term time)

Name of Parent/Guardian:		Date:	
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Please note that the School cannot lawfully grant leave of absence for family holidays, except under clearly exceptional circumstances, and requests for LOA, in line with Government Guidelines, will normally not be authorised.

Under education law, parents/guardians do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and we strongly advise family holidays are booked within those dates.

Parent/Guardians who request leave during term time for their child must do so at least two weeks in advance by completing this LOA Request Form. Any short notice request for LOA must be accompanied by a proof of purchase date of travel documents before an appropriate decision can be made. The parent/guardian will be advised of Beaconsfield High School's decision via email. **If the LOA request is denied and the student is absent during the requested period the parent/guardian may be liable to receive a fixed penalty notice of £60 from the Local Authority.** Penalty notices are issued on a per parent per child basis.

Please return this form to the Attendance Officer via email: AttendanceOfficer@beaconsfieldhigh.bucks.sch.uk

Please be aware that Headteacher's decision is final.