

AMA/CRG/DS

Dear Parent

Request for Extended Leave During Term Time

Aston Manor Academy has to comply with the Local Education Authority's Policy and practice for pupils on extended overseas visits.

Please do not ask for leave of absence for a holiday in term time unless it is absolutely unavoidable. Permission to take an absence during term time is not granted automatically and depends on a number of factors. Absence taken without permission may lead to your child losing his/her place at Aston Manor Academy.

The school acknowledges that there are positive benefits for pupils in any visit to extended families living abroad. However, a pupil's absence during term time can seriously disrupt their continuity of learning and can result in underachievement.

Pupils' attendance at school is vital if they are to achieve their potential so if you are planning any extended holiday this year, please contact your child's Head of School to discuss their arrangements.

Yours sincerely

Mr C Rogers
Attendance Officer



**ASTON MANOR ACADEMY
REQUEST FOR EXTENDED LEAVE OF ABSENCE**

Any request for absence during the school year will be placed before the Academy Governing Body. Please complete the request below and return to the relevant Head of School at least 10 days prior to the date of departure.

Name of Pupil: _____ Form: _____

Date of Travel from UK: _____

Destination: _____

Expected Return Date to UK: _____

Reason for Travel During School Term: _____

Signed: _____ **Date:** _____
(Parent/Guardian)

OFFICE USE ONLY:

Travel Authorised for: _____

Authorised by: _____

Date: _____