



**Executive Principal: Mr M Robson**  
**Principal: Mr M Burns**  
 Red House Academy  
 Rutherglen Road  
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 SR5 5LN

**Outcomes Focused, Child Centred**

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**LEAVE OF ABSENCE FORM**

We have 13 weeks of Academy holiday during the year in which it should be possible to take family holidays.

“The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.” (DfE website)

Student name ..... Tutor Group ..... % attendance: .....

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Student name ..... Tutor Group ..... % attendance: .....

Requested dates of absence:

Start date..... Return date to School.....

Number of days absent from school .....

Reason why leave is required during term time:

- I understand that leave will only be authorised in exceptional circumstances.
- I understand that absence during the school term disrupts the learning of my son(s)/daughter(s).

Signed: ..... (Parent/Carer)

For Academy office use:

- Authorised (exceptional circumstance)
- Unauthorised

Mr M Burns (Principal)