

Term Time Leave of Absence Request Form 2025 - 2026

In exceptional circumstances, your child may need to miss school. If this is the case, parents/carers should complete this request form. Where possible, this should be made at least four weeks before the required date. The form should be completed and emailed back to scasa@salfordcity-academy.org. If such a request is made, the school expects it to be short. But even then, they may not be able to approve it.

If the period of absence is not authorised by the school, then any absence is 'unauthorised' and can incur a penalty.

All schools including Salford City Academy must follow national legislation for school non-attendance. Therefore, we cannot approve holiday requests during term time. Additionally, we may issue penalty notices. For more details, please see the attached information from Salford City Council detailing changes to penalty notices that came into force on 19 August 2024. For more details, please check the Attendance Policy and Procedures (section 6.1).

Student Name	
Student Form	
Date of first day of absence requested	
Date of return to school	
Reason for request for term time absence (include as much detail as possible)	
Name of person making the request (must be the student's legal guardian)	

School use only: Approved/Rejected

Signed:

Date: