



Ocean Academy Poole
an Aspirations Academy

Ocean Academy Poole
Constitution Hill Road, Poole. BH14 0PZ
Tel 01202 606888

Education (Schools and Further Education) Regulations 1981 Regulation 12

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Please note that requests for leave of absence for holiday during term time will not be granted under any circumstances.

I request leave of absence for the child/ren named below from OCEAN ACADEMY POOLE during the period given for the reason below:

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Name(s) of Child or Children:

..... Class

Absence Date/s:

Signed: Dated:
Person with Parental Responsibility

For Office Use:

Approved / Not Approved Reply Slip Returned and Staff Informed (date) _____

APPLICATION FOR LEAVE OF ABSENCE FROM OCEAN ACADEMY POOLE

Your recent request for leave has been approved / has not been approved for the following reason:-

1. Exceptional circumstance

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2. This term time holiday is not authorised – you may incur a fine

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Signed Dated