



Leave of Absence Request Form

Child's Name Class

I would like to request authorisation for my child to have a Leave of Absence from school.

First day of absence Date of return No' of school days absent

Exceptional Circumstances (Reason) for Leave of Absence during term time:

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.....

**** Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.**

Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority information which explains Penalty Notices issued for unauthorised holidays during term time. **



Important notice to all parents and carers

PUPIL HOLIDAYS IN TERM TIME

The Local Authority has amended its Local Code of Conduct in respect of Penalty Notices issued for truancy to include unauthorised pupil leave of absence in term time. If a pupil accumulates 10 or more sessions (5 days) of unauthorised leave of absence within the previous 6 month period of a current academic year, the school must notify the Local Authority and a Penalty Notice will be issued to each parent for each child where that applies.

A penalty of £60 will apply if paid within 21 days or £120 up to 28 days. If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates court for the unauthorised absence.

Parent's signature Date

Leave of Absence authorised / unauthorised / comments:

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.....

Head Teachers signature:

For office use only: Attendance to date %:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No Parent notified of decision Date

Entered in pupil records Class Teacher notified