



APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

Please refer to the School Attendance Policy when requesting Leave of Absence - Head teachers are no longer able to grant leave of absence unless there are explicit exceptional circumstances.

I wish to apply for leave of absence from school to be granted to:

Name of child: Class/ Form Group:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances

.....
.....
.....
.....

Total days requested:

Parent(s) full Name(s) Date of Birth

..... Date of Birth

Address:

Signature of Parent/Carer.....

Signature of Parent/Carer.....

Consequences for parents taking children on Leave of Absence during term time which are NOT authorised by the school *MAY* result in a Penalty Notice of £120 *per parent per child* being issued by the Local Authority

For School Use Only

Attendance %

Interview Offered to Parent/Carer? Yes/No Date:

Authorised? Yes/No Head Teacher Date

Parent informed by letter? Yes/No Date: