

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read notes below and complete all sections of the form

This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child/ren's regular attendance at school. The Head Teacher may authorise leave of absence but **only in very exceptional circumstances**.

Any application should be made **well in advance** and parents are strongly advised to apply for leave of absence **before** making any arrangements. If your child does not return on the agreed date then you may lose the school place.

Please be aware that if you take your child out of school for an unauthorised leave of absence during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued per parent per child.

I request that leave of absence be granted to:

Name: Teacher's Name:

From (first day of absence) to (last day of absence)

Date: Signature of Parent/Guardian

Have you already had leave of absence this school year? Yes/No

My child's punctuality and attendance are both good? Yes/No

Reason for application for leave of absence – please complete this section

.....
.....

Decision: Authorised/Unauthorised Absence

Signed.....

Reason:

Reply slip to be given to parent

Pupil Name:

The absence will be recorded as Authorised absence/Unauthorised Absence

Reason:

Date: Signed:

Cc EWO