



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 any unauthorised leave of absences 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:

Child's Name _____ Teacher's Name _____

From (first day of absence) _____ to (last day of absence) _____ Total number of School days _____

Date _____ Signature of Parent/Guardian _____

Have you already had holiday leave in this school year? Yes/No

My child's punctuality and attendance are both good? Yes/No Attendance Percentage ____%

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

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Decision: Authorised/Unauthorised Absence

Date _____ Signed _____

Reason:

cc EWO/EWS

Reply slip to be given to parent Pupil Name: _____

The absence will be recorded as Authorised absence/Unauthorised Absence

Reason:

Date: _____ Signed: _____

cc EWO/EWS