

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

			<u>For School Use Only</u>
Attendance %	<input type="checkbox"/>		
Interview Offered to Parent/Carer?	Yes/No		Date:
Authorised?	Yes/No	Head Teacher	Date.....
Parent informed by letter?	Yes/No		Date: