



LEAVE OF ABSENCE REQUEST

Holidays taken during term time will not be authorised. If leave of absence is unauthorised by the school, the government requires the school to follow up such absences with a Penalty Notice Fine of £80 to each parent and for each child. (Collection of the fine is not administered by the school and the money collected is not given to the school.)

Headteachers are not permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances.

If a parent thinks that their leave of absence request is due to exceptional circumstances, they should contact school without delay and before arrangements are entered into or money is committed. If exceptional circumstances are accepted, the attendance panel will determine how much absence will be authorised.

Child's name:			
Class:		Current Attendance:(office use only)	
Parent/Guardian (1):			
Address:			
Postal Code			
Telephone No:			
Parent/Guardian (2):			
Address:			
Postal Code			
Telephone No:			
LEAVE OF ABSENCE REQUEST INFORMATION			
Proposed Date From:			
Proposed Date To:			
REASON FOR PROPOSED LEAVE OF ABSENCE:			
Signed:		Date:	
• Please return this form to the school office. • The school will respond in writing to this request to advise if leave is authorised. • You may be contacted by phone to make an appointment to see a senior member of staff.			
<u>OFFICE USE</u>			
Approved by:		Letter sent:	
Not Approved by:		Date:	
Reason:			