



Request for a leave of absence during term time

Pupil Name	
Class	
Pupil's Address	
Date of first day of absence	
Date of return to school	
Number of school days that your child will be absent from school	
Please detail the exceptional circumstance for which you are requesting leave of absence	

I understand that if the absence request is not authorised and the holiday is taken, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action. (please refer to policy for more information)

Name(s) of both Parent/Carer (s) making application

Dr/Mr/Mrs/Miss/Ms	Dr/Mr/Mrs/Miss/Ms
Forename	Forename
Surname	Surname
Address	Address
Email Address	Email Address
Signed	Signed
Dated	Dated

For school to complete and copy retained:

AUTHORISED/UNAUTHORISED (please circle)

Child's attendance %	
Signed	
Date	
Response Emailed to Parent(s) on	

We politely remind parents that if issued a fine from the Local Authority, abuse in any form e.g. written or verbal towards school staff will not be tolerated.