

For School Use Only

Attendance %

Interview offered to Parent/Carer? Yes/No Date: ……………………………………..

Authorised? Yes/No ………………………………. Head Teacher Date: ……………………………………..

Parent(s) informed by letter Yes/No Date: ……………………………………..

I wish to apply for leave of absence from school to be granted to:

Name of child: ……………………………………………………. Class: ………………………

Dates of proposed absence: From: ………………………………………………… To: …………………………………………………

Reason for Proposed Exceptional Circumstances:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Total days requested: ………………………

Parent(s) full names(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.**

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 exceptional circumstances.

**APPLICATION FOR LEAVE OF ABSENCE**