



## REQUEST FOR LEAVE OF ABSENCE FORM

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Where a pupil's unauthorised absence amounts to 10 sessions or more within a 6 month period, the Education Welfare Service will be notified and the Local Authority may issue a Penalty Notice\* to each parent for each child.

Name of Child(ren)	
Tutor Group	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Names of siblings and school(s) attended	

Exceptional Circumstances (reason) for Leave of Absence to be taken during term time:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

**For school use:**

Attendance%:

Days absent this year for Holiday:

Illness:

Authorised other:

Unauthorised other:

Request authorised: **Yes/No**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher

\*The Penalty Notice shall be a sum of £120 if paid within 28 days, reduced to £60 if paid within 21 days. If the Penalty is not paid in full within 28 days the Local authority is required to commence proceedings in the Magistrates' court for the offence of unauthorised absence.