



REQUEST FOR A LEAVE OF ABSENCE DURING TERM TIME

Student's Name:Tutor Group:

Student's Address:

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Date of first day of absence: Date of return to school:

Number of school days that your child will be absent from school:

If a student fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:

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I understand that if the absence request is not authorised and the holiday is taken, the Headteacher may request that the Local Authority to take legal action which could include issuing 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 £160 if paid within the first 28 days , £80 if paid in the first 21 days. If a second Penalty is issued to the same child with a rolling 3 year period , £160 will be charged (no option for £80).If a further offence in the 3 year rolling period the local authority will consider attendance improvement options , this could include prosecution.The School's decision is final as to whether an absence is classed as exceptional.

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

Dr/Mr/Mrs/Miss/Ms Forename: Surname:

Address:

Signed: Dated:

Dr/Mr/Mrs/Miss/Ms Forename: Surname:

Address:

Signed: Dated:

Please ensure you are giving at least the required notice of the proposed absence (10 days) . Retrospective applications will not be authorised