LEAVE OF ABSENCE REQUEST FORM

- Headteachers are not permitted to authorise absence for holidays taken during term time
- 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.)
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- Only in exceptional cases can requests be considered
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised

Name of Children		
Class		
Current Attendance (office use only)		
Dates requested	From	To
Signature of Parent/Carer		
Print Full Name		

Please state the exceptional circumstances for this leave request and attach any supporting evidence:

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- Please return this form to the school office
- The school will respond in writing to this request to advise if leave is authorised

OFFICE USE

Approved/Not approved	Letter sent	Date
Reason		