



Request for a leave of absence during term time – exceptional reasons

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 _____

If a pupil 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:

I understand that if the absence request is not authorised and a 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 ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorized.

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

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

Address: _____

Signed: _____ Date: _____

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

Address: _____

Signed: _____ Date: _____

For school to complete: **AUTHORISED/UNAUTHORISED** (please circle)

Signed: _____ Date: _____