



APPLICATION FOR LEAVE OF ABSENCE

IMPORTANT INFORMATION FOR PARENTS/CARERS

Please refer to the School Attendance Policy when requesting Leave of Absence – Head Teachers / Principals are no longer able to grant leave of absence unless there are explicit exceptional circumstances.

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 Name (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 £120.00 per parent per child being issued by the Local Authority.

For School Use Only

Attendance: _____ %

Interview offered to Parent/Carer: Yes/No Date: _____

Authorised: Yes / No Principal Date: _____

Parent informed by letter? Yes / No Date: _____

