

LEAVE OF ABSENCE REQUEST FORM

In exceptional circumstances, parents can request authorisation for leave of absence from school for their child, from the Headteacher

We urge parents and carers to consider any request for absence carefully and, if at all possible, to make alternative arrangements. Requests which are not considered to be exceptional in circumstance will be recorded as unauthorised, and a Fixed Penalty Notice may be issued.

Child's name: _____ Class: _____

First day of absence: _____

Date of return to school: _____

Number of school days that will be missed: _____

Reasons for requesting term time leave:

Requests cannot be considered for authorisation unless reasons are given.

Requested by Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Current % attendance

Unauthorised absence to date

The leave of absence above is authorised:

unauthorised:

Notes

Where a request is unauthorised, you may be issued with a Fixed Penalty Notice.

Signed: _____ Mr Kidwell, Headteacher Date: _____