



LEAVE OF ABSENCE REQUEST FORM

Parents and carers are reminded that in accordance with legislation and guidance from the Department for Children, Schools and Families approval for holidays in term time will rarely be given as parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of taking holidays. [For more details, see the school term time holiday policy.]

This form should be completed and submitted to the school office at least four weeks before the start of the proposed leave of absence. Separate forms should be completed for each child if more than one.

Parents and carers are reminded that term time holidays taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £100 per parent per child.

NAME OF CHILD:		
CLASS TEACHER & YEAR:		
NAME OF PARENT:		
FIRST DATE OF PROPOSED LEAVE OF ABSENCE:		
LAST DATE OF PROPOSED LEAVE OF ABSENCE:		
TOTAL NUMBER OF DAYS REQUESTED:		
REASONS FOR REQUEST:		
SIGNED:		DATE:
TO BE COMPLETED BY OFFICE:		
CURRENT % ATTENDANCE:		
LAST YEAR'S % ATTENDANCE:		
This absence has been authorised This absence is unauthorised		Signed Headteacher