



REQUEST TO TAKE A SCHOOL CHILD OUT OF SCHOOL DURING TERM TIME

Please remember

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter out of school.

Dates – From to(inclusive)

Date on which your child(ren) will be back in school

This absence must be in term time because:

.....

Signed (Parent/Guardian) Date of Birth
(to be used in the event that legal action becomes necessary)

Authorised by (Head teacher) Date

This form must be completed and returned to the child's school no less than 2 weeks before the planned absence.

✂

Dear Parent/Guardian

Re: (Child's name)

Current Attendance %

Further to your recent request for leave of absence.

Leave of absence authorised between and
 Please ensure that your child returns to school promptly following their leave of absence as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school between and will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £100 (S.444(1) Education Act 1996).

Signed (Head teacher) Date

For office use only:	
Entered on SIMS	<input type="checkbox"/>
Cc Parent	<input type="checkbox"/>