



Application
For leave of absence from School



As a parent or carer, you should fill in this form if you want to take your child out of school during term time. After completing the form, please return it to the head teacher.

The School may decide whether or not to authorise leave of absence, parents/carers should not expect such leave to be granted as of right.



I request that..... (name of child) Class Be granted leave of absence from Garden City Academy.

From absence To

Explain **fully** the circumstances regarding request for absence :-

.....
.....

PLEASE NOTE - If your child has too many unauthorised absences from school it could result in a **fine** being issued to you by the Educational Welfare Officer of £60 or £120.

Name of Parent/Carer Signature

Number of school days leave requested



For office use only :

Authorised/Not authorised by Date

