



Harlow Fields School & College  
Working Together To Succeed

## Application for Leave of Absence from School during term time

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school.

Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents /

**Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

Dear Headteacher,

I would like to request permission for leave of absence for my child a pupil registered at your school for the reasons detailed below (further information can be attached if required).

<b>Child's full name</b>	
<b>Child's Date of Birth</b>	
<b>Year Group</b>	
<b>Class</b>	
<b>Child's full address and postcode</b>	
<b>First date of absence</b>	
<b>Last date of absence</b>	
<b>Date of return to school</b>	
<b>Number of school days absent</b>	
<b>If returning in time for lunch, is a school dinner required</b>	<b>YES / NO (please circle)</b>

**Reason for request** (please give full details, further details can be attached to this form):

**FULL name of person making request:**

**Relationship to child:**

**Full address and postcode (if different from child's above):**

If child above does not reside with you, does the resident parent agree with this application:  
YES / NO (please circle)

**Signature of parent/carer with whom child resides:**

**Date of signature:**

