



Opportunity
Community
Courage

LEAVE OF ABSENCE REQUEST FORM

SIR WILLIAM STANIER SCHOOL

Parents have NO entitlement to take their child out of school for a holiday during term time.

The head teacher may grant leave of absence for exceptional circumstances

**TAKING YOUR CHILD ON HOLIDAY WITHOUT THE SCHOOL'S AUTHORISATION MAY
RESULT IN THE LOCAL AUTHORITY ISSUING A £60 fine**

Pupil's Name: _____ Year _____

Leave of absence dates requested: - From: ____ / ____ / ____ To: ____ / ____ / ____

What are the circumstances for exceptional leave? _____

***I UNDERSTAND THAT ANY WORK MISSED DURING THIS LEAVE WILL BE COMPLETED
BY MY SON/DAUGHTER ON HIS/HER IMMEDIATE RETURN TO SCHOOL***

Parents Name: _____

Parents Signature: _____

- Siblings from a Primary attending leave
- Name of Child: _____
- Name of Primary School: _____

OFFICE USE ONLY

Authorised YES / NO

Head Teacher Signature: _____

Reason for exceptional leave:

