



Success
and
Progress

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: