



APPLICATION FOR LEAVE OF ABSENCE

Important Information for Parents/Carers

- Requests for leave of absence should be sent to the school **no less than** 4 weeks prior to the start of the period of absence.
- Holidays **will not** be authorised unless under exceptional circumstance and **evidence will need to be provided**
- **Consequences for parents taking children out of school in term time for unauthorised absence MAY result in a Penalty Notice being issued by the Local Authority**

Parents/Carers to complete this section

Name of child: Class:

Dates of proposed absence: From: To: Date of return to school

Please give reasons for the request and please make an appointment to see the Headteacher to discuss these reasons:

Total days requested:

Total days taken previously this academic year:

Parent's full name

Parent's full name

Address:

.....

.....

Signature of Parent/Carer..... Date

For School Use Only

Previous leave checked? Yes/No Attendance %

Interview with Parent/Carer held on

Authorised? Yes/No.....Head Teacher Date:

Parent informed? Yes/No How?..... Date:.....