

# APPLICATION FOR LEAVE OF ABSENCE DURING TERM-TIME



Please note that there is no automatic right for a pupil's leave of absence. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil's attendance and educational attainment. Regular attendance is an important factor in your child's performance at school. Please think carefully before deciding to request leave of absence.

Child's Name:

Class:

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence:

Date of return to school:

Number of day's absence requested:

Please explain the exceptional circumstances that make it necessary to have leave of absence during school time:

I understand that if leave of absence is not agreed it will be treated as unauthorised and may lead to the issue of a penalty notice for £60 per parent per child, which increases to £120 per parent per child if not paid within 14 days. I am also aware that non-payment of a penalty notice may result in a summons for irregular school attendance.

Name of parent/carer making application:

Signed:

Class:

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE, GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

You are advised not to take leave of absence until you know that the school will authorise your child's absence.

For office use only

Academic Year 2019-20	Number	School comments:
Attendance last academic year		
Attendance this academic year		
Previous leave of absence		
Leave Approved / Not Approved		
Signed (Head Teacher)		