

LEAVE OF ABSENCE REQUEST FORM

To be submitted a minimum of two weeks prior to the requested date of absence



Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **exceptional circumstances**.

Please note that following the decision of the Headteacher, any further details submitted will not be considered. Please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Leave of absence that is not requested in advance will automatically be marked as unauthorised.

Please read the **PENALTY NOTICES FOR UNAUTHORISED LEAVE OF ABSENCE DURING TERM TIME** leaflet attached for details regarding unauthorised Leave of Absence resulting in Penalty Notices.

PLEASE COMPLETE ALL PARTS OF THIS FORM

Name of Child(ren)	
Date of Birth	
Class	
Date of first day of absence	
Date of return to school	
Number of school days requested	
Known siblings and school(s) attending	

Exceptional Circumstances (reason) for Leave of Absence during Term Time:

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Signed: _____ Date submitted: _____

Print name: _____ Relationship to child(ren): _____

For school use:

Attendance % _____ Authorised % _____ Unauthorised % _____

Request authorised: Yes / No If no reason for decision: _____

_____ Headteacher signature: _____

Evidence Submitted: YES / NO Date documents received: _____