

LEAVE OF ABSENCE REQUEST FORM

This is a request for a leave of absence to be granted by school for my child/children in term time.

Reason for request Dates: From until

Number of school days which will be missed (do not include weekends or school holidays)

Reason for absence in term time

Have you had any other absence requests term time during this school year? YES/NO If YES, how many school days were missed?

Parent's address Telephone number

Name(s) of parent or guardian..... Signed Date

(please print) Signed Date

To be completed by parent			To be completed by the school that the child attends		
Please list the names and schools of all children who require permission for this absence.			Permission granted?	Authorised by: (Holidays will not be authorised)	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the absence dates.

Due to new legislation, Head Teachers can no longer authorise leave of absence for holidays.

Parents - please note that absences taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you by the Local Authority. You could be issued with a penalty notice which is a fixed penalty fine or prosecuted in the Magistrates' Court.