



APPLICATION FOR LEAVE OF ABSENCE

Important Information for Parents/Carers

Please refer to the School Attendance Policy when requesting Leave of Absence – Head Teachers are no longer able to grant leave of absence unless there are explicit exceptional circumstances

I wish to apply for leave of absence from school to be granted for my child/children:

Name of child _____ Date of Birth _____ Class _____

Name of child _____ Date of Birth _____ Class _____

Name of child _____ Date of Birth _____ Class _____

Dates of Proposed absence: From _____ **To** _____

Total Days Requested _____

Reason for Proposed Exceptional Circumstances:

Parent(s) Full Name(s) _____ **Date of Birth** _____

Address _____ **Post Code** _____

Email Address _____

Signature of Parent/Carer _____ **Date of request** _____

Signature of Parent/Carer _____ **Date of request** _____

Consequences for parents taking children on Leave of Absence during term time which are NOT authorised by the school MAY result in a Penalty Notice of £120 per parent, per child, being issued by the Local Authority

Attendance %	<input type="text"/>	For school use only	Interview Offered to Parent YES/NO	Date	_____
Authorised? YES/NO	_____	Head Teacher	Date form received in school	_____	
Date parent emailed or letter posted	_____	Date absence input into Integris	_____		
Penalty Notice YES/NO	_____	Penalty Notice emailed to DCC (date)	_____		