

**REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Please read notes below and complete all sections of the form. This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child/ren's regular attendance at school. The Head Teacher **may** authorise leave of absence but **only in very exceptional circumstances**. Any application should be made **well in advance** and parents are strongly advised to apply for leave of absence **before** making any arrangements.

**Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice.**

**A Fixed Penalty Notice is issued per parent per child.**

**(FOR THE PARENT TO COMPLETE)**

I request that leave of absence be granted to:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

From (first day of absence): \_\_\_\_\_ to (last day of absence): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Have you already had holiday leave in this school year?

Yes/No

Are your child's punctuality and attendance both good?

Yes/No

Reason for application for leave of absence - please complete this section

.....  
**(FOR THE SCHOOL TO COMPLETE)**

**Decision:** Authorised/Unauthorised Absence **Date of absence:**.....

Date \_\_\_\_\_

Signed \_\_\_\_\_

Reason:.....

**Reply slip to be given to parent**

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

The absence will be recorded as Authorised absence/Unauthorised Absence

Reason:.....Date of absence: .....

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Comments: