



## REQUEST FOR LEAVE OF ABSENCE

Please submit requests for leave of absence at least **four weeks** prior to the first day your child will be absent.

**PLEASE MAKE YOUR REQUEST BEFORE BOOKING YOUR LEAVE.**

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

Year Group: \_\_\_\_\_

Dates of Absence:  
From: \_\_\_\_\_ To: \_\_\_\_\_

### **PLEASE NOTE:**

- **As of 1<sup>st</sup> September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.**
- **All requests are discussed with our Education Welfare Officer.**
- **Parents place themselves at risk of the Local Authority issuing them a Penalty Notice should they take their child out of school during term time without permission from the Headteacher.**
- **Penalty Notices stand at £60, per parent, per child, if paid within 21 days of the Penalty Notice being issued, rising to £120 per parent, per child, if paid after 21 days but before the 28<sup>th</sup> day.**
- **If Penalty Notices are not paid, parents may face legal action through the Magistrates Court which could result in a criminal record and or fine of up to £1000 if found guilty.**

Type of Absence Requested:

Holiday       Wedding       Bereavement       Other

### **REASON:**

Parents/carers name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date of request: \_\_\_\_\_

### **HEADTEACHERS DECISION**

Approved       Not Approved

\_\_\_\_\_  
*Headteachers Signature*

\_\_\_\_\_  
*Date*