



### LEAVE OF ABSENCE REQUEST FORM

Please complete and return absence request form to the school at least 3 weeks before the planned absence

Please note that, in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given. Absence from school results in a loss of learning and parents are strongly discouraged from disrupting their child's education.

If the absence request is not authorised and the holiday is taken, the Local Authority issue a Fixed Penalty Notice. A penalty is issued to each parent for each child taken out of school and this is a fine of £80 if paid within the first 21 days or £160 if paid within 28 days. If this is not paid it may result in legal action.

Student's Name:	Tutor Group:
First date of proposed absence:	Last date of proposed absence:
Total number of days student will be absent from school:	
Reason for absence request:	

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing in Education.

I have read and understood the conditions set out in this form: <input type="checkbox"/> Yes	
Parent / Carer Signature:	Date:
Relationship to student:	Print name:

#### FOR OFFICE USE ONLY

Date request received:	Number of days requested:
Current attendance percentage:	Previous Year:
Authorised: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Entered on SIMS: <input type="checkbox"/> Yes	
Parent / carer informed of decision: <input type="checkbox"/> Yes	
Penalty Notice: <input type="checkbox"/> Yes	
Letter sent:	Warning letter sent:
Comments:	