



Leave of Absence Request Form

Kingsway Primary School is committed to every child fulfilling their potential and this can only be achieved if children are in school regularly.

Child's name and class	Child's name and class

Parent/Carers name and address

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Requested leave of absence start date:

Requested leave of absence finish date:

Reason for request:

.....
.....

Holiday

Destination:.....

.....

(Please provide copies of flight details/travel documents to enable the school to accurately record absences)

Print name: Signature:

Date:

In line with Legislation, it remains that schools are no longer able to authorise leave of absence unless there are exceptional circumstances therefore the policy of the school is to only allow non-attendance during term time in exceptional circumstances. The decision made by the school is final.

Please note that if a child has unauthorised leave of absence Leicestershire County Council may issue a parent with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days) or, the case could be referred by the Local Authority to the Magistrates' Court for the purposes of criminal prosecution.

Date request received:

Date Letter sent to Parent/Carer: