



Norris Bank Primary School
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Exceptional Leave of Absence Request Form

This form must be completed and submitted to Mrs Ponsen at least four weeks before the intended start of the requested leave of absence. A separate form must be submitted for each child.

Requests will only be considered where exceptional circumstances are evidenced. Parents and carers must provide appropriate supporting evidence at the time of application. Applications without evidence are unlikely to be authorised.

Please note that leave of absence for holidays during term time cannot be authorised, except in the most exceptional circumstances, in line with national regulations. Parents and carers are reminded that where leave of absence is taken without authorisation, you will be issued with an Education Penalty Notice.

In accordance with Stockport Council's current guidance:

A penalty notice is issued per parent, per child

The first penalty notice is £160 per parent per child, reduced to £80 if paid within 21 days

Further unauthorised absences may result in higher penalties or prosecution

Name of child:	
Form:	
Name of parent:	
Address:	

Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Number of Days:	
Reasons for request:	

Signed _____

Dated _____

