



Request Form for Leave of Absence in Exceptional Circumstances

With effect from September 2013 school is no longer allowed to authorise absences during term time for family holidays. Headteachers can only grant a leave of absence in exceptional circumstances. Parents who chose to take children out of school for 10 days or more for holidays or any other reason which is unauthorised may be issued with a fixed penalty notice. Fixed Penalty notices are issued to each adult at the pupil's address. Unlike many schools we have two weeks off at the half term in summer (May/June). Please make every effort to ensure any family holidays are planned for school holidays.

Name of Child _____ Class _____

Reason for Application _____

Total number of school days requested _____

First date of requested absence _____

End date of absence _____

Parent/Carer signature _____ Date _____

Office use:

Headteacher to complete

No of days approved _____

No of days refused _____

Headteachers signature _____ Date _____

Office to compete

Date letter sent to parents _____

Actual date of return to school _____

Date fixed penalty notice issued _____

Date taken off roll _____