Leave of Absence Request Form

This form should be completed and submitted to the Headteacher within four weeks of the start of the proposed leave of absence. A separate form should be completed for each child that leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £160 per parent per child or prosecution.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer by granted, save in the most exceptional circumstances.

Name of child:	
Year group:	
Name of Parent/Carer:	
Contact Number:	
Start date of leave of absence:	
End date of leave of absence:	
Number of days away from school:	
Reason for Request:	
Signed by Parent/Carer:	

Approved/Declined by Headteacher **Approved/Declined by Vice/Chair of Governors**

Headteacher/Chair of Governors Comment