



## Leave of Absence Request Form

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Exceptional Circumstances (reason) for Leave of Absence during term time:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

For office use only: Attendance to date %:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

Entered in pupil records

Class Teacher notified