



Leave of Absence Request Form

SECTION 1	LEAVE PERIOD REQUEST					
	Date from: <i>First date of absence from school</i>			Total number of school days to be missed:		
	Date to: <i>Last date of absence from school</i>					
	CHILD/REN'S DETAILS					
	Surname			Year group		
	Forename/s			Date of birth		
	Surname			Year group		
	Forename/s			Date of birth		
	Surname			Year group		
	Forename/s			Date of birth		
Address						
			Postcode			
SECTION 2	PARENT DETAILS – You must list the names of all adults who live with the child or have parental responsibility					
	List the names & addresses of every parent/carer AND tick the boxes that apply to each person			Lives with child/ren	Travelling with child/ren	Has PR of child/ren
	Name			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address					
	Name			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address					
	Name			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address					
	Name			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address					
SECTION 3	REASON FOR LEAVE REQUEST – The headteacher may only grant a leave of absence due to exceptional circumstances; absence for recreation or leisure purposes is not usually considered exceptional					

SECTION 4	PARENT SIGNATURE/s		
	By signing this form, I/we understand the following:		
	<ol style="list-style-type: none"> 1. School's attendance policy states that absences during term time will not be authorised unless the Headteacher agrees there are exceptional circumstances and any absence will be recorded as unauthorised on the school's register. An application cannot be made retrospectively. 2. That the headteacher must be given a reasonable amount of time to review the application before the leave starts 3. Any unauthorised absence may be referred to the local authority 4. If a referral is made to the local authority, in line with the National Framework for Penalty Notices I/we may be issued with a Penalty Notice and/or be subject to alternative action which may include prosecution 5. If there is any change of circumstances or an extension to this leave is required, I/we will contact school as soon as possible 		
	Parent/s name:	Parent/s signature:	Date:
SECTION 5	FOR SCHOOL USE ONLY		
	Date leave request received:		