



Nurture Discover Achieve

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read the notes below and complete all sections of the form

This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child's regular attendance at school. The Head Teacher **may** authorise leave of absence but will consider the reasons for the request, the effect on the continuity of the child's learning and overall attendance. **Only in exceptional circumstances** may the amount of leave exceed in total more than two weeks (10 days) in any year. If a child is continuously absent for 20 days or more, the absence is unauthorised, and no return date has been given we may take your child off roll, this will mean re-applying for a place on your return.

The application should be made **well in advance** and parents are strongly advised to discuss their plans with school to apply for leave of absence **before** they confirm their holiday arrangements.

Please be aware that if you take your child out of school for unauthorised leave during term time, you may be issued with a Fixed Penalty Notice.

I request that a leave of absence be granted to:

Name _____ Class _____ DOB _____

From (first day of absence) _____ to (last day of absence) _____

Full Name(s) of Parent(s) _____

Signature(s) _____ Date _____

Address/contact details _____

Reasons why this leave cannot be taken in school holiday period – please complete this section

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Decision: Authorised/Unauthorised Absence (for office use only – copied to EWS)

Reason: _____

Signed on behalf of school: _____ Date received _____