



# St. Augustine’s RCHS

LEAVE OF ABSENCE REQUEST FORM

It is a legal requirement for parents/carers to obtain permission of the Headteacher (at least 2 weeks prior to the absence) before removing their child from school in order to take **any** leave during term time. Parents **DO NOT** have an automatic right to take their children out of school during term time and may be issued with a Penalty Notice (£120 per parent, per child) if they do so without prior arrangement. **Legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

|  |  |
| --- | --- |
| Name: | Year: |
| Dates of holiday: | from | to  |
| Reason for request: |
| Additional information (e.g. exceptional circumstances) |
|  |
| I confirm I have read and understand the school Attendance Policy regarding Leave of Absence. |
| Parent/carers signature: | Date: |

FOR SCHOOL USE ONLY. Date received ………..

Authorised Days……………..

Unauthorised Days…………..

Year Leaders Signature …………………………….