

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)
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.....
.....
Parent/carers signature.....
(I confirm I have read and understand the school Attendance Policy regarding Leave of Absence)
Date.....

FOR SCHOOL USE ONLY. Date received
Authorised Days.....

Unauthorised Days.....

Year Leaders Signature