



LEAVE OF ABSENCE REQUEST FORM

It is a legal requirement for parents/carers to obtain the 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 will be issued with a Penalty Notice (£160 per parent, per child) if the leave is for 5 or more consecutive days. **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.....