

## Request for Leave of Absence

Please note that for any absence, you may be asked to supply further supporting documents.

Child's Full Name	Date of Birth	Class	
<b>Parent/Carer details (please list all parents)</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Relationship to the child</b>	
<b>Address and postcode</b>			
<b>Telephone number</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Relationship to the child</b>	
<b>Address and postcode</b>			
<b>Telephone number</b>			
<b>Siblings: Please provide the names of any siblings and the school that they attend, if different</b>			
<b>Child's Full Name</b>	<b>Date of Birth</b>	<b>School:</b>	

Details of the absence			
Date of first day of absence:		Date of last day of absence:	
Total days absent:		Expected date of return to school:	
Please provide the reason for this request including supporting evidence			
Contact details whilst absent from school			
Address whilst away:			
Telephone number whilst away:			
Please read the following statement and sign to indicate that you understand:			
<p>I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time. I accept that this may have a detrimental impact on my child/ren's progress and their social relationships and friendships. I understand that a penalty notice may be issued by the local authority if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.</p>			
Signed:		Full name:	Date:
Signed:		Full name:	Date:
Office use only			
Date request received:		Total number of days requested:	
Child's Full Name:	Current % Attendance	Application authorised/decline	
Reason for decision:			
Headteacher signature		Date:	