



## LEAVE OF ABSENCE REQUEST FORM (Holiday Absence)

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

|  |  |
|--|--|
| Name of Child(ren)                     |  |
| Date of Birth                          |  |
| Tutor Group                            |  |
| Date of First Day of Absence           |  |
| Date of Return from Absence            |  |
| Date of Return to School               |  |
| Number of Days requested               |  |
| Known siblings and school(s) attending |  |

Exceptional Circumstances (reason) for Leave of Absence during term time:

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For school use:**

|                        |                                  |
|------------------------|----------------------------------|
| Attendance %           |                                  |
| Unauthorised absence % |                                  |
| Request authorised     | Yes    No    Date Decision Made: |