|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Leave of Absence Request Form | | | | | | | |
| This form should be completed and submitted to the School Office **at least four weeks before the start of the proposed leave of absence.**  Due to a recent change of policy it is now very unlikely that permission for leave of absence for holidays or other purposes will be granted. Schools are now only allowed to authorise leave of absence if there are exceptional circumstances (and evidence may be required in these circumstances).  Parents and carers are reminded that leave of absence taken during term time without permission may result in the issuing of fixed penalty fines by the Local Authority of £60 (rising to £120 if unpaid within 21 days) per parent per child. | | | | | | | |
| Name of child: |  | | | DOB: | |  | |
| Teacher: |  | | | Year group: | |  | |
| Start date of proposed leave of absence: | | |  | | | | |
| End date of proposed leave of absence: | | |  | Total no. of days: | | |  |
| Reason(s) for request: | | | | | | | |
| Parent/Carer name: | | | | | | | |
| Signature: | |  | | Date: |  | | |

**To be completed by the Headteacher**

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised: |  | Not authorised: |  |
| Reason(s): | | | |

Updated 10 Aug 2023