

Application For Leave Of Absence



As a Parent/Carer with whom the child lives, you should complete this form if you are requesting leave of absence during term time. There is no entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in extreme circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return.

Please return the completed form to the Headteacher no less than four weeks before the date when you want the period of absence to start, stating your reasons for needing to take your child out of school during term time.

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| **Child’s name:** | |
| **Year and Class:** | |
| Reason for applying for leave of absence: | |
| Medical/Dental (*please supply appointment*  *confirmation)* |  |
| External School Visit *(Please name school)* |  |
| External School Exam *(Please name school)* |  |
| Other *( Please specify e.g. funeral, wedding)* |  |
| **Proposed date and time of departure:** |  |
| **Return date and time:** |  |
| **Total Number Of School Day Absences Applied For:** | |
| **Signature:** | **Please print name here:** |
| **Telephone No:** | **Date:** |
| Your request is approved/not approved.  Your child will be expected to return to school on .................................................... Failure to do so will result in any extra time being classified as unauthorised absence. | |
| **Headteacher Signed:** | **Headteacher Date** |

*We are asked to WARN you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 28 days*

*(Anti-Social Behaviour Act 2004).*