

## Leave of Absence Request Form

SECTION 1	<b>LEAVE PERIOD REQUEST</b>					
	Date from: <i>First date of absence from school</i>		Total number of school days to be missed:			
	Date to: <i>Last date of absence from school</i>					
	<b>CHILD/REN'S DETAILS</b>					
	Surname		Year group			
	Forename/s		Date of birth			
	Surname		Year group			
	Forename/s		Date of birth			
	Surname		Year group			
	Forename/s		Date of birth			
<b>Address</b>						
			<b>Postcode</b>			
SECTION 2	<b>PARENT DETAILS – You must list the names of all adults who live with the child or have parental responsibility</b>					
	List the names & addresses of every parent/carer <b>AND</b> tick the boxes that apply to each person			Lives with child/ren	Travelling with child/ren	Has PR of child/ren
	<b>Name</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Address</b>					
	<b>Name</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Address</b>					
	<b>Name</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Address</b>					
	<b>Name</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Address</b>					
SECTION 3	<b>REASON FOR LEAVE REQUEST – The headteacher may only grant a leave of absence due to exceptional circumstances; absence for recreation or leisure purposes is not usually considered exceptional</b>					

SECTION 4	<b>PARENT SIGNATURE/S</b>		
	By signing this form, I/we understand the following:		
	<ol style="list-style-type: none"> <li>1. School's attendance policy states that absences during term time will not be authorised unless the Headteacher agrees there are exceptional circumstances and any absence will be recorded as unauthorised on the school's register. An application cannot be made retrospectively.</li> <li>2. That the headteacher must be given a reasonable amount of time to review the application before the leave starts</li> <li>3. Any unauthorised absence may be referred to the local authority</li> <li>4. If a referral is made to the local authority, in line with the National Framework for Penalty Notices I/we may be issued with a Penalty Notice and/or be subject to alternative action which may include prosecution</li> <li>5. If there is any change of circumstances or an extension to this leave is required, I/we will contact school as soon as possible</li> </ol>		
	<b>Parent/s name:</b>	<b>Parent/s signature:</b>	<b>Date:</b>
SECTION 5	<b>FOR SCHOOL USE ONLY</b>		
	<b>Date leave request received:</b>		