

APPLICATION FOR LEAVE OF ABSENCE

As we have a duty to safeguard all children, it is essential that we receive a completed leave of absence request if you intend to take your child out of school for any reason.

Please ensure that you read the school's Attendance Policy prior to completing this leave of absence request. Authorised leave of absence can only be granted in line with the terms of this policy.

Please be aware that holidays in term time cannot be authorised and that any unauthorised absence, which could result in a warning letter or a penalty notice.

All financial penalty notices are payable to the Local Authority and not to the school.

Please note one leave of absence request is required per child – please do not complete joint requests for siblings.

I would like to request days leave of absence from school for my child

I would like to withdraw my child from school from to

The reason(s) for taking my child out of school are:

.....
.....

Where are you travelling to?

Are you aware of any Covid quarantine restrictions?

PARENTS NAME/S: (Please state both parents' names where applicable)

DATE LEAVE OF ABSENCE REQUEST MADE:

ADDRESS:

.....

PARENTS TELEPHONE NUMBER(S): EMERGENCY CONTACT DETAILS.....

CHILD'S NAME:..... DATE OF BIRTH:

CLASS TEACHER: YEAR GROUP:

I understand that a leave of absence request is required so that the school can safeguard my child and I understand that any unauthorised leave of absence accruing to at least 10 sessions of absence in any six week period will lead to a referral to the Education Improvement Service who can issue a financial penalty notice.

SIGNATURE OF PARENTS: (Please include both signatures where applicable)