**Application for Leave of Absence during term-time**

Please note that there is no automatic right for a pupil’s leave of absence. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil’s attendance and educational attainment.

**Regular attendance is an important factor in your child’s performance at school. Please think carefully before deciding to request leave of absence.**

***Child’s Name: Class:***

I wish to apply for my child to be absent from school during the following dates:

***Date of first day of absence:***

***Date of return to School:***

***Number of day’s absence requested:***

***Please explain the special circumstances that make it necessary to have leave of absence during school time:***

I understand that if leave of absence is not agreed it will be treated as unauthorised and may lead to the issue of a penalty notice for £60, which increases to £120 if not paid within 14 days. I am also aware that non-payment of a penalty notice may result in a summons for irregular school attendance.

Name of parent/carer making application:

**Signed: Date:**

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL

OFFICE, GIVING AT LEAST 4 WEEKS’ NOTICE OF INTENDED ABSENCE

You are advised not to take leave of absence until you know that the school will authorise your child’s absence.

**For office use only**

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| --- | --- | --- |
| **Academic year** |  | **School comments:** |
| Attendance last academic year |  |  |
| Attendance this academic year |  |
| Previous leave of absence |  |
| Leave Approved / Not Approved | Signed  (Head Teacher) | |