



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

To be completed at least 4 weeks prior to absence

Please note Parents/Carers will be invited in to see the Headteacher to discuss this request.

If the absence is not authorised and the leave is taken anyway, the case may be referred to the Attendance Service who will issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Pupil Name	Date of Birth	Class

Date of First Day of Absence: _____

Date of Return to School: _____

Number of Days Requested: _____ Number of sessions of absence: _____

Reason for leave of absence to be taken during term time:

Parent's Signature: _____ Dated: _____

School/Office use only:

Total sessions (ie half days) pupil absence this year:

Total sessions pupil absence last year:

Total unauthorised pupil absences this year:

_____ *Headteacher Signature*