

## LEAVE OF ABSENCE REQUEST FORM

In exceptional circumstances, parents can request authorisation for leave of absence from school for their child, from the Principal/Head of School

**We urge parents and carers to consider any request for absence carefully and, if at all possible, to make alternative arrangements.**

Child's name: \_\_\_\_\_

Class teacher: \_\_\_\_\_

First day of absence: \_\_\_\_\_

**Return to school:** \_\_\_\_\_

Number of school days that will be missed: \_\_\_\_\_

Reasons for requesting term time leave:

**Requests cannot be considered for authorisation unless reasons are given.**

### FOR OFFICE USE ONLY

Current % attendance

Unauthorised absence to date

The leave of absence above is: authorised

unauthorised

Notes

**Where a request is unauthorised, you may be issued with a Fixed Penalty Notice.**

**Signed:** \_\_\_\_\_ **Mr S Kidwell, Principal/Mrs J Diamond, Head of School**

**Date:** \_\_\_\_\_