



APPLICATION FOR LEAVE OF ABSENCE

Important Information for Parents/Carers

The Minister for Education has recently announced that from 1st September 2013- Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances

I wish to apply for leave of absence from school to be granted to:

Name of Child..... Class/Form Group:

Dates of proposed absence: From..... To:

Reason for Proposed Exceptional Circumstances:

.....
.....

Total of days off school requested:

Parent(s) full name(s) Date of Birth:

.....Date of Birth:

Address:

Signature of Parent/Carer

Signature of Parent/Carer

Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice of £60 per parent per child issued by the Local Authority

For School Use Only

Attendance %

Interview offered to Parent/Carer? Yes/No

Date:

Authorised? Yes/No

Head Teacher

Date

Parent Informed by letter?

Yes/No

Date.....