



## Application for leave of absence for exceptional circumstances only

**COMPLETE ONE FORM PER CHILD**

Parents have a legal responsibility to ensure their child's attendance at school. Holidays must be taken during the school holidays.

Requests for a leave of absence must be made at least 2 weeks in advance and before any arrangements are confirmed or money committed.

Please note that Penalty Notices can be used where the pupil's absence has not been authorised by the school.

Penalty Notices are fines of £60/£120 imposed on parents. They can be issued to **each** parent liable for the attendance offence or offences. Under Section 576 of the Education Act 1996 a 'parent' includes any person who is not a parent of the child but who has parental responsibility, or who has care of the child.

**A copy of this completed form must be returned to the parent**

Name of Child including Surname:	
Class:	
First date of proposed absence:	Last date of proposed absence:
Date of return to school:	Number of school days requested:
Reason for proposed absence. Please provide relevant documents where possible to support the application.	
Signature of parent/carer:	Print Name:
Relationship to child:	Date:

<b>For school use only</b>	
Absence authorised: Yes/No	Registration code:
The reason for the absence being unauthorised is:	
Signed: Headteacher	Date: