



REASON FOR ABSENCE

To support a child's education Parents/Carers should avoid taking their children out of school during term time for whatever reason.

This form must be completed and returned to the office, at which time an appointment will be made for you to see the Head teacher for ALL absences requested, other than for a medical appointment. If this is not the first request for leave a penalty notice may be issued which could result in a fine of £60 per child per parent.

If you are the child's parent but do not normally live with them, it is a legal requirement that the parent/carer the child normally lives with should be the person to make the request for leave of absence to the school.

This request will only be authorised in exceptional circumstances.

TO BE COMPLETED BY THE PARENT/CARER

I would like to request leave of absence for:

Full Name: _____ Class: _____

Additional Children: _____ Class: _____

To be away from school from: _____ to: _____
(First day of absence) (Last day of absence)

Total days requested: _____

The exceptional circumstances for this request are:

Signed : _____ (Parent/Carer) Date: _____

Office Use Only

Appointment Date and Time: _____

To be completed by the Headteacher: This request has been Authorised / Unauthorised

Office Action

Seen by	Sims Code	Action Required	Date Actioned	Actioned By	Added to Sims
		Warning Text <input type="checkbox"/>			
		Warning Email <input type="checkbox"/>			
		Fine Text <input type="checkbox"/>			
		Fine Email <input type="checkbox"/>			