

Leave of Absence Request Form

Child's Name:			D o B:	
Class:			Year:	
Main Parent(s)/Carer(s)				
Surname:		Surname:		
First Name:		First Name:		
Date of Birth: (for legal purposes in the event of prosecution)				
Date of Birth:		Date of Birth:		
Address and Postcode:				
First written language if not English:				
Telephone contact No's:				
Siblings / Siblings School (if different)				
Siblings / Siblings School (if different):				
Additional Parent/Carer (Please complete if parents live separately)				
Surname:		First Name:		D o B:
Address and Postcode:				
Telephone contact Nos:				

Start date of absence:	
Last date of absence:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE ATTACHED : Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

(All parents/carers to sign where appropriate)

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Date Received by School:			
Total number of days requested:			
Leave of absence AGREED / DECLINED for the following reason/s:			
Date of decision letter sent to each parent/carers:			
Headteacher:			
Signed:		Date:	