**LEAVE OF ABSENCE REQUEST FORM**

It is a legal requirement for parents/carers to obtain the permission of the Headteacher (at least 2 weeks prior to the absence) before removing their child from school in order to take any leave during term time.

Parents **DO NOT** have an automatic right to take their children out of school during term time and will be issued with a Penalty Notice (£160 per parent, per child) if the leave is for 5 or more consecutive days. **Legislation only allows the Headteacher to authorise such leave in exceptional circumstances**.

Name ……………………………………... Year …………..

Dates of holiday: from …………………... to ……………….

Reason for request …………………………………………..

Additional information (e.g. exceptional circumstances)

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Parent/carers signature………………………………………

(I confirm I have read and understand the school Attendance Policy regarding Leave of Absence)

Date……………………

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FOR SCHOOL USE ONLY

Date received …………….

Authorised Days……………...

Unauthorised Days……………