



**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)  
.....  
.....  
.....

Parent/carers signature.....  
(I confirm I have read and understand the school Attendance Policy regarding Leave of Absence)

Date.....  
.....

**FOR SCHOOL USE ONLY**

Date received .....  
Authorised Days.....  
Unauthorised Days.....