



# Chestnuts Primary School

'Encourage, Enable, Empower'

## LEAVE OF ABSENCE REQUEST

Name of child/ren: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_

Name of parent/s or  
carer/s requesting absence: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total Number of school days: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

From September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school **4 weeks in advance**, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a penalty notice if their child is absent from school without permission. From September 2013 the cost of these notices will be £60 per child per parent if paid within 21 days, and £120 if paid within 28 days.

I have read and understood the above.

Signed: \_\_\_\_\_  
(Parent/Carer)

Signed: \_\_\_\_\_  
(Parent/Carer)

Date: \_\_\_\_\_

---

Dear Parents/Carers of \_\_\_\_\_ I am able / I am  
unable to grant authorisation for the leave of absence you requested for your child/ren on the  
above dates. Should you take your child/ren out of school this will be coded as authorised /  
unauthorised leave.

Sincerely

Allison Collis  
Head Teacher