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| **LEAVE OF ABSENCE REQUEST** |
| Name of child/ren: |  | Class/es: |  |
| Name of parent/carer requesting absence: |  |
| Address: |  |
| Telephone no: |  |
| 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 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: |  | Signed: |  |
|  | (parent/carer) |  | (parent/carer) |
| Date: |  |  |

Dear parents/carers of I am able/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

Becky Skillings

Headteacher