

**Leave of Absence**

Parents are reminded that in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given, as parents are strongly discouraged from disrupting their child’s educational progress for the purpose of taking holidays.

Parents are reminded that unauthorised absence of **10 or more** sessions (**5 school days**) within a rolling period of 10 school weeks will incur a fixed penalty notice.

Please complete and return before absence is due to start, absence CANNOT be authorised retrospectively.

I would like to request leave of absence for:

|  |  |  |
| --- | --- | --- |
| **Pupil’s Name** | **Class** | **School** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*\*Please include children in the family who attend other schools

I request that you consider allowing my child(ren) to be absent from school for the following dates:

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Total Number of School Days:** |
| **Exceptional reason for requesting leave during term time** (continue on reverse if necessary):  Signed: Relationship to child(ren) Date: | | |

|  |  |
| --- | --- |
| **For Office Use Only** |  |
| Number of ‘Authorised Absence’ this academic year |  |
| Number of ‘Unauthorised Absence’ this academic year |  |
| Authorised & Reason For Authorisation |  |
| Unauthorised & Reason for Refusal |  |
| Signed:  Headteacher/ Deputy Headteacher | Date: |
| Letter Sent to Parents |  |