



## 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 term time holidays / absence of 6 sessions (3 school days) or more taken in an academic year, without permission will result in the issuing of a fixed penalty notice by the Local Authority.

Please complete and return before absence is due to start.

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	