



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Completing this form will not give you automatic permission to take your child on leave during the school term time. Whilst Parents/Carers/Guardians can provide explanations for absences, it is at the Academy's discretion as to whether this absence will be authorised or unauthorised.

An unauthorised family holiday taken in term time will result in a warning and a Fixed Penalty Notice being issued.

I am requesting permission to take exceptional leave of absence for the child/children named below:-

Name of Child/ren:

Form/s:

Period of absence

From: To:

Number of school days absent:

Date of return to school:

Destination.....

Reason for Exceptional leave:

.....
.....

Brothers/Sisters requesting exceptional leave from other schools:

Name/s:

School/s:

Details of person to be contacted if your child does not return to school on the agreed date:

Name of Contact person:

Address of Contact person:

Telephone number of contact person:

Email address of contact person:

Name of Parent/Carer:

Signature of Parent/Carer:

Date:

FOR OFFICE USE.

Date received by Academy:

Date submitted to Principal:

Total number of days for Holiday

Letter needed to parents: YES No

/Absence since September:

Date of letter sent to parents:

Student's % attendance from September:

Leave of Absence: Authorised Unauthorised

Principals signature:

Number of days:

Date signed by Principal: