



Request for Leave of Absence

I would like to request leave of absence for:

Child's Name/s: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

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

From: \_\_\_\_\_ to: \_\_\_\_\_ No. of school days \_\_\_\_\_

Reason for request of absence:  
\_\_\_\_\_  
\_\_\_\_\_

**Pupil absence due to a family holiday will be recorded as unauthorised absence. Should you choose to take your child/ren out of school for a holiday this could result in a Fixed Penalty Notice of £60 per child, per parent, payable within 21 days.**

**I have read and understood the above.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
\_\_\_\_\_ Name: \_\_\_\_\_

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

Dear Parent.

I am able / I am unable to authorise your request for absence for \_\_\_\_\_

Should you take your child out of school on the specified days, this will be recorded as authorised / unauthorised.

Signed: \_\_\_\_\_ Mr Passmore Deputy Headteacher

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