



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 £80 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: _____

*10 unauthorised sessions in a rolling 10-week period will result in a penalty notice in the first instance of £80 (per child/ per parent) increasing to £160 if not paid within 21 days. If the offense is repeated within 3 years, a second penalty notice is issued at £160 (per child/ per parent). If a third offence occurs within 3 years, parents face prosecution at court where they could receive a fine of up to £1000.