



Application for Leave of Absence - Exceptional Circumstances

Please note that there is no automatic right for a pupil's leave of absence. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil's attendance and educational attainment.

Childs Name: _____ **Form:** _____

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence _____

Date of return to school _____

Number of days absence requested

Please explain the 'exceptional circumstances' that make it necessary to have leave of absence during school time: (You should be aware that leave of absence will not be granted for holidays in term time).

I understand that if leave of absence is not agreed and the time off is still taken, it will be treated as unauthorised and may lead to the issue of a penalty notice for £60 per parent per child if paid within 21 days, which increases to £120 if paid after 21 days but within 28 days. I am also aware that non-payment of a penalty notice may result in a summons for irregular school attendance.

Name of parent/carer making application: _____

Signed: _____ **Date:** _____

PLEASE RETURN COMPLETED APPLICATION FORM TO THE ATTENDANCE OFFICER, GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE.

You are advised not to take leave of absence until you know that the school will authorise your child's absence.

For office use only

Academic year 20__ – 20__		School Comments
Attendance last academic year		
Attendance this academic year		
Previous leave of absence		
Leave Approved / Not Approved	Signed (Headteacher)	