

**APPLICATION FOR LEAVE OF ABSENCE OF SCHOOL CHILD
TO ACCOMPANY PARENTS / GUARDIANS**

It is necessary for the approval of the School Governors to be obtained to a child's absence from school before the absence commences.

The parent or guardian is requested to complete this form and forward it, at least **FOUR** weeks before the proposed period of absence to the Headteacher/Deputy Headteacher of the school attended by the child.

I wish my child / children.....Class.....

to be absent from school fromto.....

for the following reason

Please outline any exceptional circumstances on a separate sheet of paper.

Date.....Signature of Parent / Guardian.....

- Note
- (1) Time off school for family holidays is not a right.
 - (2) Agreement to each request is at the discretion of the Headteacher/Deputy Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006).
 - (3) The parents are members of the armed forces and can demonstrate that there is an exceptional need for leave to be permitted.
 - (4) There are severe family circumstances that may require a child to be absent from school for a maximum of 2 days.
 - (5) The family is observing a religious holiday.

Each case will be judged on its merits in line with the criteria outlined above.

This portion is to be retained by the school

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Name of child / children.....Class.....

Absence from school approved from.....to.....

Absence not approved.....

Signed on behalf of the School Governors.....Date.....

This portion to be returned to the parent

PLEASE NOTE THAT IF UNAUTHORISED ABSENCE IS TAKEN A PENALTY NOTICE *MAY* BE APPLIED FOR FROM THE LOCAL SCHOOL LIAISON OFFICER. THE COST IS £120 PER PARENT PER CHILD REDUCED TO £60 PER PARENT PER CHILD IF PAID WITHIN 21 DAYS.