

Leave of Absence Form



I have parental responsibility for the following student and I am requesting authorisation for them to be absent from school as detailed below:

NAME OF STUDENT: YEAR..... Class

ABSENCE DATES: From / / to / / (Inclusive)

TOTAL SCHOOL DAYS TO BE ABSENT:

The reason that this absence is being requested during term-time is because:

.....
.....
.....

Signed: (Parent/Carer) Date:

Name(s) of brothers/sisters in other schools:

Name: School.....

Name: School.....

(PARENTS/CARERS PLEASE ALSO COMPLETE YOUR PART OF THE REPLY SECTION BELOW)

REPLY SECTION

NAME OF STUDENT: YEAR..... FORM.....

REQUESTED ABSENCE: From / / to / / (Inclusive)

HEADTEACHER'S DECISION

Your request is authorised on this occasion

*Your request is **NOT** authorised on this occasion because:

*** Parent/Carer may receive a Fixed Penalty Notice if you take your child out of school**

.....
.....

Signed: Date:.....

(If not the Headteacher's signature then the person signing this form is authorised to do so.)

Copies to: - Parent / Teacher / Attendance File