**APPLICATION FOR LEAVE OF ABSENCE**

(This must be submitted at least 4 weeks before the proposed absence)

I request from the School’s governing body for my child

|  |  |
| --- | --- |
| Name: | Year: |

To be granted leave of absence for the following dates

|  |  |
| --- | --- |
| From: | To: |

The reason given for the request is (please complete the appropriate section):

* Funeral (please give details)
* Exceptional Circumstances (Please give details/ attach supporting evidence)
* Holiday due to unavoidable parental work/ military commitments (please provide a supporting letter from employer or an assignment order). Please note this applies to emergency service, military personnel and health care professionals only.

I can confirm that the information I have given is correct and has no factual omissions. I understand that any authorised absence may be later changed to unauthorised if it is found that I have provided inaccurate information.

|  |  |
| --- | --- |
| Signature of Parent/ Carer | Date: |

**LEAVE OF ABSENCE RESPONSE FORM** – ***for office use only***

|  |  |
| --- | --- |
| Name: | Year: |

To be granted leave of absence for the following dates

|  |  |
| --- | --- |
| From: | To: |

* This absence request has been authorised
* This absence request has been refused

Reason

* + The reason is not exceptional
  + Insufficient reasons have been provided
  + Holiday is not due to parental work commitments or no supporting evidence was provided.

**Any unauthorised periods of absence may be result in a penalty notice of £60.00 (which increases to £120 if not paid within 28 days), being issued by the local authority. Persistent absence may result in an educational supervision order, a school attendance order and even prosecution, with penalties of up to £2,500 or a 3 month jail term.**

|  |  |
| --- | --- |
| Signed: | Date: |

|  |  |
| --- | --- |
| Current academic year attendance: | Previous academic year attendance: |