

Leave of Absence Form

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

Pupil's name: _____ **Year Group:** _____ **Class:** _____

Dates to be absent: From ____ / ____ / ____ to ____ / ____ / ____ (inclusive)

Total school days to be absent: _____

Please provide a brief explanation below for why this absence is being requested during term-time:

Signed (Parent/Carer): _____ **Date:** _____

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

Name(s): _____ **School(s):** _____

(Parents/Carers, please also complete your part of the reply section below)

REPLY SECTION

Pupil's name: _____ **Year Group:** _____ **Class:** _____

Requested absence dates: From: ____ / ____ / ____ to: ____ / ____ / ____ / (inclusive)

Head Teacher'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 Head Teacher's signature then the person signing this form is authorised to do so)

Copies to: - Parent / Teacher / Attendance File