



**Leave of Absence Request Form**

Dear Parent/Carer

To request a leave of absence you will need to complete the form below and return to the school office. We actively discourage any unnecessary absence from school and most cases of absence will be classed as unauthorised.

If your request is in relation to a holiday this will be recorded as an **unauthorised absence** as the Department of Education has stipulated that term time holidays can no longer be authorised by schools. We would like to ask you to carefully consider the implications of taking your child out of school, as any break in schooling is proven to be both disruptive and unsettling for your children.

We actively discourage term-time holidays and would ask that you should only book future holidays within the school holidays. Since September 2013 attendance guidelines have been tightened by the Department of Education, which means that parents who fail to ensure their child's regular attendance at school will be referred to the County Council's Education Entitlement Service who have the power to prosecute and give fixed penalty notices of £60 to each parent for each child, e.g. a two-parent family with two children could be fined £240 if they have more than 5 days unauthorised absence.

Absences will be referred to the Education Inclusion & Partnership Team when there has been:-

- 10 sessions of unauthorised absence within a 6 week period
- 5 consecutive days of unauthorised absence, e.g. holiday

We trust you will endeavour to support us and ensure any break in schooling is kept to a minimum.

Yours sincerely  
Mrs V Griffiths  
Head Teacher

✂.....✂

**Leave of Absence Request Form**

Name of Pupil ..... Class .....

Period of absence from ..... to .....

Reason for absence .....  
*(Please feel free to attach a more detailed letter)*

I understand that the period of absence maybe classed as **unauthorised** and more than 5 consecutive days of unauthorised absence could result in a fixed penalty from the Education Inclusion & Partnership Team.

Signed ..... (Parent/Carer)

Print Name ..... Date .....