**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:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHILD’S NAME |  | | | | | | | CLASS | |  |
| ABSENCE DATES | | FROM  …....... / …....... / …....... | | | | TO  …....... / …....... / …....... (Inclusive) | | | | |
| TOTAL SCHOOL DAYS TO BE ABSENT: | | | | |  | | | | | |
| REASON THAT THIS ABSENCE IS BEING REQUESTED DURING TERM TIME:  ………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………… | | | | | | | | | | |
| Signature of Parent/Carer | | |  | | | | Date | | …....... / …....... / …....... | |
| Name(s) of brothers/sisters in other schools: | | | | | | | | | | |
| Name: | | | | School: | | | | | | |

**…………………………………………………………………………………………………………………………………………………………**

**REPLY SECTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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*** | | | |
| ………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………… | | | | |
| Signature: | |  | Date | …....... / …....... / …....... |
| **(*If* *not the Headteacher’s signature then the person signing this form is authorised to do so*.)** | | | | |