



Request for Leave of Absence

The importance of regular school attendance

Regular attendance at school is vital to help children achieve and get the best possible start in life. Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results.

Your responsibilities as a parent

All children aged between 5 and 16 are required by law to receive an education, and it is the duty of parents and carers to ensure that they are supported to do so.

Holidays during term time

Schools are not allowed to authorise requests for children to be taken out of school for a holiday during term time. All holidays will be marked as unauthorised and could be subject to a fine of up to £60 if paid in 21 days, or £120 if paid in 28 days.

Requests for leave can only be granted by schools if there are exceptional circumstances at the discretion of the headteacher, and **holidays are not considered exceptional**. Requests for leave must also be made to the school in advance, as the Department for Education has informed schools that they cannot authorise any absences after they have been taken.

If you would like to request authorised leave for your child for an exceptional circumstance please complete the form below:

Child's Name	Class:
Date of Requested Leave:	Total Number of school days:
Reason for request:	

Signed: _____ Parent/Carer Date: _____

For Office Use Only

Number of days absence in this school year & reason:	
Attendance rate in previous school year:	Date application received:
Authorised: YES/NO/INPART	Reason if unauthorised:

Signed: _____ Headteacher Date: _____

This form will be returned to you indicating whether or not the absence has been authorised

Inspiring a passion for learning!