



**ABSENCE FROM LEARNING FORM**

**Please read notes below and complete all sections of the form**

This form is to be completed and forwarded to the Head of school. Parents have a legal duty to ensure their child/ren’s regular attendance at school. The Head of school **may** authorise leave of absence but **only in very exceptional circumstances**.

Any application should be made well in advance and parents are strongly advised to apply for leave of absence **before** making any arrangements. If your child does not return on the agreed date then you may lose the school place.

**Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. A fixed Penalty Notice is issued per parent per child.**

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I request that leave of absence be granted to:

Name \_\_\_\_\_ Teacher’s Name \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to (last day of absence) \_\_\_\_\_

Date returning to school \_\_\_\_\_ Signature of parent / guardian \_\_\_\_\_

Have you already had holiday leave in this school year YES / NO

My child’s punctuality and attendance are both good? YES / NO

Reason for application for leave of absence – **please complete this section**

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**Decision:** Authorised / Unauthorised absence

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Reason: \_\_\_\_\_

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