**LEAVE OF ABSENCE FORM**

Updated February 2023

All absences from School must be notified to the School Office – with a phone call each day for illness or with a Leave of Absence form for planned absences. This forms part of our Safeguarding procedures.

Leave of Absence will not be authorised at all during term time for the following reasons:

DfE Regulations will not allow absence during term time.

We believe the children’s education will be impacted through term time absence.

Holidays taken, and periods of unauthorised absence, may result in the issuing of a fixed penalty notice. This is currently £60 per parent per child.

If you still wish to apply in exceptional circumstances, please complete the form below:

To the Head Teacher, I hereby request for a leave of absence to be authorised for the following exceptional reasons:

Name of child: ………………………………………………………………………… Class: …………………………………………………………

First date of absence: ………………………………………………… Last date of absence: …………………………………………………...............

Total number of school days: ……………………………….

Exceptional reasons: …………………………………………………………………………………………………………………………………….………………….....

Please ensure if you are travelling abroad you state the Country you are visiting: ………………………………………………..

Signed: ………………………………………………………………………………… (parent/carer) Date: ……………………………………………

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**For office use only**

Date received: …………………………………………..

Date returned to parent: ……………………………..

Request for leave of absence has been **GRANTED / NOT GRANTED**

Head Teacher’s comments: ..……………………………………………………………………………………………………………..…………………………………

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Signed…………………………………………………………………………….. Head Teacher Date……………………………………………