



Belong, Explore, Grow, Achieve

Leave of Absence Request

Name of Child	
Class	
Period of Absence	From: _____ To: _____
Returning to school on	
Total number of days absent	
Reason for absence	

I confirm that should the above leave be granted by the school my child will return on the date stated. I understand that if this is not the case the Education Welfare Officer will be informed, a fine may be issued and/or my child may lose their place.

Should leave be granted but the child remains absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll. Parents would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence that has not been authorised may be referred to Behaviour, Attendance & Children Missing Education (BACME). **This may result in the issue of a Fixed Penalty Notice or prosecution proceedings.**

A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carries a maximum penalty of £120. (E.g. Two parents with two children could incur a total cost of £480.) If the matter proceeds to court this carries a maximum penalty of £1,000 per parent per child and a criminal conviction, which may affect your current and/or future employment.

Request for absence is only granted for exceptional circumstances.

PLEASE NOTE THAT FAMILY HOLIDAYS, TRIPS ABROAD AND WEDDINGS ARE NOT EXCEPTIONAL CIRCUMSTANCES. Please provide documentation to confirm your exact circumstances.

Signed:

Date:

SCHOOL RESPONSE

- I confirm the above leave of absence has been agreed by the school
- The above request has been refused by the school. If the leave is taken it will be unauthorised and a referral will be made to the Welfare Officer.

Signed: Head Teacher

Date: