

**Leave of Absence Request Form**

Please be aware that leave of absence for holidays taken during term time will NOT be authorised unless the academy considers there to be exceptional circumstances supporting the application. This form should be completed and submitted to the Attendance Team within four weeks of the start of the proposed leave of absence. Separate forms should be completed for each student if there is more than one request. Parents and carers are reminded that term time holidays taken without permission will result in unauthorised absence and may lead to a Penalty Notice being issued by the Local Authority. This is a fine of £60 which rises to £120 if it is not paid within 21 days. These are issued to each parent for each child.

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| --- | --- |
| Name of Student: |  |
| Form: |  |
| Name of parent: |  |
| Address: |  |
| Telephone number: |  |
| Start date of proposed leave of absence: |  |
| End date of proposed leave of absence: |  |
| Exceptional circumstances: |  |

Signed …………………………………………… Date ………………………………………

**For school use only**

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| --- | --- | --- | --- | --- |
| % Attendance | No of previous holidays | No of days authorised and dates | No of days unauthorised and dates | Reasons for decision |
|  |  |  |  |  |