

# Swinton and Kilnhurst Learning Community

## Leave of Absence Request Form

*Please read the information on the reverse of this form before completing this form.*

I wish to apply for my child(ren) to take leave of absence during term time.

**Name of Child(ren)**

**Year Group/Class**

.....  
.....  
.....

If you are applying for leave of absence for a sibling at another school within Rotherham please give their details below.

**Name of Child(ren)**

**School/Year Group/Class or Form**

.....  
.....

**Leave of absence dates:**

Start date: \_\_/\_\_/\_\_ End date: \_\_/\_\_/\_\_ Number of **school** days missed \_\_\_\_\_

Reason for requesting Leave of Absence at this time.....  
.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name, address and date of birth of parent(s)/carer(s) applying for leave of absence

**Parent 1 Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Parent 2 Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Signed: \_\_\_\_\_ **Parent 1** Signed: \_\_\_\_\_ **Parent 2**

Date of Application: \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28days.

**SCHOOL USE ONLY**

Date received: \_\_\_\_\_

% Attendance Year to Date: \_\_\_\_\_

