



REQUEST FOR STUDENT LEAVE OF ABSENCE

Name of Pupil:		Class:
Proposed dates:	From:	To:
Please note:	<ul style="list-style-type: none">• Leave would only be granted where exceptional circumstances exist.• Requests will be refused if your child already has a poor record of attendance or if national tests are taking place at the time of the leave.• Any leave taken without prior consultation with the school will be marked as 'unauthorised absence'.• Days taken in excess of any agreed period will be marked as 'unauthorised absence'.• Leave taken without authorisation may result in parents being issued with a Penalty Notice from the Local Authority, more details can be found at www.leics.gov.uk.	
<p>Please indicate the reasons why this leave could not take place in the course of the normal holiday pattern. Please provide as much information as possible relating to the exceptional circumstances:</p>		
<p>Please provide details of any siblings who attend a school in Leicestershire:</p> <p>Name (s): _____ School(s): _____</p>		
Print name:	Telephone contact number:	
Signed:	Date:	
Signed by the person with legal responsibility for the young person		