



# Kimpton Primary School

## Request for Absence during Term Time

Please submit this form to the headteacher **at least two weeks** before the intended leave of absence. Your request will be considered and you will receive a response within one school week of receipt.

If you wish to send your form electronically, please email it to: [admin@kimpton.herts.sch.uk](mailto:admin@kimpton.herts.sch.uk) with the subject 'Pupil LOA Request'

| FULL NAME(S) OF STUDENT(S)        | YEAR GROUP(S)            |
|-----------------------------------|--------------------------|
|                                   |                          |
| FULL NAME OF PARENT/CARER         | CONTACT TELEPHONE NUMBER |
|                                   |                          |
| FIRST DAY OF ABSENCE              | LAST DAY OF ABSENCE      |
|                                   |                          |
| NUMBER OF DAYS ABSENT FROM SCHOOL |                          |
|                                   |                          |

| Reason for request for leave of absence during school term time |
|---|
|   |

| Signed (parent or carer) | Date |
|--------------------------|------|
|                          |      |

| Approved / Not Approved | Signed (headteacher / deputy headteacher) | Date |
|-------------------------|---|------|
|                         |   |      |

If your request for leave of absence is 'not approved' and you decide to take your child/children out of school for this period, you may be subject to a penalty notice issued by the Local Authority on your return currently £60 per child, per parent.