

LEAVE OF ABSENCE REQUEST FORM

Leave of absence will only be granted in exceptional circumstances

Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended)
By law, you must ask permission for your child to miss school. If you don't you risk a fixed penalty notice. When a school doesn't give permission, absence is deemed as parentally condoned truancy.*

Name of School.....Date of request.....

PARENTS SECTION (to be completed first)

| | | | | |
|--|--|------------------|---------|--------|
| Surname of child | | First name | | |
| Date of birth | | Class | | |
| Surname of parent/guardian | | First name | | |
| Address of child | | | | |
| Postcode | | Telephone number | | |
| About the request for your child's leave of absence | Reason for Absence | | | |
| | Total number of school days | | From To | |
| | Would he/she miss any national tests or examinations? | | | Yes/No |
| | Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave) | | | Yes/No |
| | Did he/she have leave of absence during term-time in the previous school year? | | | Yes/No |
| Emergency telephone contact in the Leeds district | | | | |
| Parent's/Guardian's Signature | | | | |

SCHOOL SECTION

| | | |
|--|--|--|
| Name of child: | | Class: |
| Absence in Term Time From: _____ To: _____ | i. Approved.....school days Not approvedschool days ii. Absence Code | Is the cluster AIO involved? YES/NO |
| Number of previous days authorised | | Absence during tests or exams? YES/NO |
| Current percentage attendance | | Office Staff Signature: |
| Last year's percentage attendance | | Headteacher's Signature: |

A copy of this form will be returned to the parent after consideration

**Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 28 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.*