



## East Ardsley Primary Academy 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 do not, you risk a penalty notice fine. When a school doesn't give permission, referral may be made to Children's Services – Attendance.

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	Post Code		
Address of Parent/Guardian if different to child	Post Code Telephone Number		
About the request for your child's leave of absence	Reason for absence:		
Total number of school days absent from school?		From:	To:
Will he/she miss any national tests or examinations?			YES/NO
Siblings name(s) and school(s) attending (if applicable)			
Signature of Parent/Guardian requesting leave of absence			Please print name of the Parent/ Guardian requesting leave of absence

**SCHOOL SECTION**

Name of child		Class	
Absence in term time	Approved ..... school days	Are any other professionals involved regarding attendance?	
From .....	Not approved .....school days	Yes/No	
To.....	Absence code .....	Details:	
Number of previous days authorised?		Absence during tests or exams?	Yes/No
Current percentage attendance		Office staff signature	
Last years percentage attendance		Head teachers signature	
		Date	

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

\*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120, 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