**Leave of Absence Form**

I have parental responsibility for the following student and I am requesting authorisation for them to be absent from school as detailed below:

NAME OF STUDENT: .................................................................. YEAR............ Class ...................

ABSENCE DATES: From ......... / ......... / ......... to ......... / ......... /......... (Inclusive)

TOTAL SCHOOL DAYS TO BE ABSENT: .............................

The reason that this absence is being requested during term-time is because:

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

Signed: ......................................................... (Parent/Carer) Date: ..................................................

Name(s) of brothers/sisters in other schools:

Name: .............................................................. School...............................................................

Name: .............................................................. School...............................................................

**(PARENTS/CARERS PLEASE ALSO COMPLETE** **YOUR** **PART OF THE** **REPLY SECTION** **BELOW)**

**-----------------------------------------------------------------------------------------------------------------------------------**

**REPLY SECTION**

NAME OF STUDENT: ................................................................ YEAR............ FORM....................

REQUESTED ABSENCE: From ......... / ......... / ......... to ......... / ......... /......... (Inclusive)

**HEADTEACHER’S DECISION**

|  |  |  |
| --- | --- | --- |
|  |  | Your request is authorised on this occasion |
|  |  |  |
|  |  | **\***Your request is **NOT** authorised on this occasion because: |

***\* Parent/Carer may receive a Fixed Penalty Notice if you take your child out of school***

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Signed: ......................................................................... Date:.............................................

(*If* *not the Headteacher’s signature then the person signing this form is authorised to do so*.) ***Copies to: - Parent / Teacher / Attendance File***