**Leave of Absence Request Form (from September 2024)**

This form should be completed and submitted to the headteacher via the school office within 15 school days of the start of the proposed leave of absence. A separate form should be completed for each child that a leave of absence is being requested for.

*Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £160 per parent per child or prosecution.*

*Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.*

|  |  |
| --- | --- |
| Name of child: |  |
| Year Group: |  |
| Name of parent(s): |  |
| Address: |  |
| Telephone number: |  |
| Start date of proposed leave of absence: |  |
| End date of proposed leave of absence: |  |
| Reasons for request: |
| Signed |  | Dated |  |