**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.*

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| --- | --- | --- | --- | --- |
| 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 |  |