



*"We believe, we achieve, we succeed in God's family"*

**THANKFULNESS • COMMUNITY • COMPASSION • TRUTHFULNESS • COURAGE • FORGIVENESS**

**APPLICATION FOR LEAVE OF ABSENCE FOR PUPIL FROM SCHOOL DURING TERM TIME**

Taking your child out of school during term time could be detrimental to your child's educational progress. Headteachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances for which a letter is required.  
For medical / dental appointments – please provide evidence of the appointment. The absence will be authorised.  
IF HOLIDAY IS TAKEN ANYWAY, THE CASE WILL BE REFERRED TO THE EDUCATION WELFARE SERVICE WHO MAY ISSUE A PENALTY NOTICE FOR £120 (OR £60 IF PAID WITHIN 21 DAYS) TO EACH PARENT FOR EACH CHILD TAKEN OUT OF SCHOOL.

|                     |  |
|---------------------|--|
| NAME OF CHILD(REN): |  |
| DATE OF BIRTH:      |  |
| CLASS:              |  |

Date Of First Day Of Absence: \_\_\_\_\_

Date Of Return: \_\_\_\_\_

Number Of Days Requested: \_\_\_\_\_

Reason for absence:  
.....  
.....

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

|                                |              |
|--------------------------------|--------------|
| AUTHORISED                     | UNAUTHORISED |
| Number of days .....           |              |
| Signature of Headteacher ..... |              |
| Date .....                     |              |

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