



**Please read notes below and complete all sections of the form**

This form is to be completed and forwarded to the Headteacher of the school. Parents/Carers have a legal duty to ensure their child's regular attendance at school. The Headteacher will only authorise in exceptional and specific circumstances and will consider the effect on the continuity of the child's learning and overall attendance.

The application should be made **well in advance**.

**Please be aware that if you take your child out of school for unauthorised activities during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued for each child.**

I request that leave of absence be granted to:

Name \_\_\_\_\_ Mentor Group \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to \_\_\_\_\_

(last day of absence) \_\_\_\_\_

Full Name(s) of Parent(s)/ Carer(s) and dates of birth

DOB \_\_\_\_\_

DOB \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Have you requested leave of absence from school before? Yes / No

Reason for request and details about what makes this an exceptional circumstance:

**cc. Miss H Smith, Attendance Officer**

**For Attendance Officer use only – to be completed upon receipt of application**

Date of receipt of the leave of absence application form(s)	
<b>Outcome</b>	
Authorised absence	
Unauthorised absence	
Authorised in part, dates specified	
Response letter issued to parent(s)/ carer(s) & date	
Additional notes if applicable	
Signature of staff signing on behalf of school	

**cc. Miss H Smith, Attendance Officer**