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**Leave of Absence Form**

 **Please complete and return to school BEFORE the leave of absence**

**Leave of Absence in Term Time for a child/children who they normally reside with:**

**(Education, Pupil Registration Regulations)**

You have requested the school’s permission for a leave of absence during term time. All such requests will normally be refused except in exceptional circumstances (see policy) and after **all evidence** from yourselves is gathered together. A meeting with the Head teacher or designated attendance lead will also be necessary where the evidence will be produced and discussed further. Please complete the form below and return to the school office.

Completion of this form ***does not guarantee*** the leave of absence will be authorised.

I wish to seek permission for my child/children ………………………………………………………

to obtain authorised leave of absence from

(First day of absence)………………………………. to

(Last day of absence) …………………………………

Number of days requested for leave of absence is ………………………

Why is it necessary to request leave of absence for your child in term time?

…………………………………………………………………………………………………………..

Parent/Carer Signature ……………………………. Date …………………………………….

**TAKING YOUR CHILD OUT OF SCHOOL ON LEAVE OF ABSENCE WITHOUT THE SCHOOL’S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE LEAVE OF ABSENCE REQUEST HAS BEEN REFUSED.**

**WHAT THE LAW SAYS:** Parents should not normally request leave of absence for pupils in term time. School will only consider leave of absence in term time where both:

* The application is made to the Head Teacher in advance of the leave of absence by a parent the child normally lives with.
* There are exceptional reasons for needing to take the leave of absence.

Applications should be made as far in advance as possible.

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***For completion by the School:-one copy sent to the parent and one copy kept in school.***

The School’s Governing Body **give** authorisation for the above

leave of absence from school.

The Governing Body are **unable** to authorise the above request

for leave of absence.

Reason leave of absence declined:-

………………………………………………………………………………………….

Signed ……………………………… (Head teacher) Date ………………….