



# Leave of Absence Form



I have parental responsibility for the following student and I am requesting authorisation for them to be absent from school as detailed below:

NAME OF STUDENT: ..... YEAR..... Class .....

ABSENCE DATES: From ..... / ..... / ..... to ..... / ..... / ..... (Inclusive)

TOTAL SCHOOL DAYS TO BE ABSENT: .....

The reason that this absence is being requested during term-time is because:

.....  
.....  
.....

Signed: ..... (Parent/Carer) Date: .....

Name(s) of brothers/sisters in other schools:

Name: ..... School.....

Name: ..... School.....

**(PARENTS/CARERS PLEASE ALSO COMPLETE YOUR PART OF THE REPLY SECTION BELOW)**

## REPLY SECTION

NAME OF STUDENT: ..... YEAR..... FORM.....

REQUESTED ABSENCE: From ..... / ..... / ..... to ..... / ..... / ..... (Inclusive)

## HEADTEACHER'S DECISION

Your request is authorised on this occasion

\*Your request is **NOT** authorised on this occasion because:

**\* Parent/Carer may receive a Fixed Penalty Notice if you take your child out of school**

.....  
.....

Signed: ..... Date:.....

*(If not the Headteacher's signature then the person signing this form is authorised to do so.)*

**Copies to: - Parent / Teacher / Attendance File**