Leave of Absence Request Form

This form should be completed and submitted to Mrs Lane within two weeks of the start of the proposed leave of absence.

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.

Parents are also reminded that Leave of Absence for the purpose of holidays in term time can no longer be granted except in the most exceptional circumstances.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

Signed: …….. Dated: ……