



**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

PLEASE REMEMBER: *Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid. This can also lead to your child feeling anxious when they return and find the class has moved on.*

I request that my child/ren .....be granted leave of absence from school from:

Date of first day of absence..... Date return to school.....

Please give reason for request

.....  
.....

Signed ..... (Parent/Guardian) Date .....

Authorised / Refused ..... (Headteacher) Date .....

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**FOR OFFICE USE ONLY**

Dear Parent/Guardian

Child/ren Name .....

Year.....

Further to your recent request for leave of absence:

**Leave of absence authorised** between ..... and .....

**Leave of absence refused.** Any absence from school between .....  
and.....

**Important information to be read regarding taking your child/ren out of school during term time.**

**Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her child, being of compulsory school age, fails to attend regularly the school at which he or she is a registered pupil.**

**Section 444A of the Education Act 1996 allows for a penalty notice to be issued to parents who commit such an offence.**

**The penalty is £120 per parent per child reduced to £60 per parent per child if paid within 21 days. Failure to pay may result in prosecution.**

Signed ..... (Headteacher) Date .....