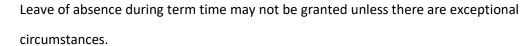
REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME





There is **no entitlement** to take your child out of school for a holiday in term time.

Date notification letter sent to parent:

Signed (Headteacher)	Dated:
No. of days already taken this academic year:	Authorised / Unauthorised
Current Attendance %	Last Year's Attendance %
Any unauthorised absence taken may incur a Penalty Notice Fine. Our Attendance Policy can be found on our website. SCHOOL OFFICE USE ONLY:	
Signature 2 (Parent/Carer)	DATED:
Signature 1 (Parent/Carer)	DATED:
SUPPORTING EVIDENCE FOR EXCEPTIONAL CIRCUMSTANCES:	
REASON FOR LEAVE OF ABSENCE REQUEST:	
FIRST DATE OF ABSENCE:	RETURN TO SCHOOL DATE:
ADDRESS:	DESTINATION/COUNTRY
PUPILS'S NAME:	CLASS:

PN to be issued Yes/No