

I/we request that my son/daughter (Name)..... Form .....

of (address) .....Post Code .....

be granted leave of absence from the (date) ..... to the (date) ..... 200

in respect of the following (please circle):

Holiday in term time

Compassionate Grounds

Other (State) .....

**By signing this leave request I understand the following:**

1. The school have a discretionary power to authorise the leave it is not a right.
2. Only the school can grant leave of absence.
3. No child may be granted more than 10 days leave in any school year except in exceptional circumstances.
4. The school may authorise all or part of the leave of absence requested
5. If leave is granted and my/our child does not return to the school within the time allowed, the school may, in consultation with the local authority remove him/her from the register. This would necessitate me/us applying for our child to be readmitted to a school.
6. If the absence is not authorised and I/we still take our child out of school I understand that I/we may be the subject of a Fixed Penalty Fine of £100 in respect of each child and each parent, or subject to further legal proceedings.
7. If we are delayed in returning we will contact the school to explain why as soon as is possible

Signed ..... Name.....Date