

**Leave of absence request**

As you are aware from **1<sup>st</sup> September 2013** the school is no longer allowed to authorise holidays/leave of absences during the term time **unless there are proven exceptional circumstances**. For your information the schools attendance policy which includes examples of exceptional circumstances is available from the office and is also displayed on the schools website.

Any holidays/leave of absence taken in term time will lead to a fine by The Local Authority of £60 per child payable within 28 days, arising to £120 if the fine is not paid within the 28 days.

I wish for my child/ren to be absent:

from \_\_\_/\_\_\_/20\_\_ to \_\_\_/\_\_\_/20\_\_ for the following reason:

(If for holiday, please explain why it is needed during term time.)

.....  
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Name of Child/ren	Class/es
Signature of Parent/Guardian	Date

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