|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil Name:** |  | **Class Tutor Group:** |  |
| **Pupil Address:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **First day of absence:** |  | **Date of return to school:** |  |
| **Number of school days that your child will be absent from school:** | | |  |

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete you child’s name from the Admissions Register and register them as a Child Missing in Education.

|  |
| --- |
| **Please detail the exceptional circumstances for which you are requesting leave of absence:** |
|  |

I understand if the absence request is not authorised and the holiday is taken, the Headteacher may request the Local Authority to issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

**Name(s) of Parent/Carer (s) making application:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Dr/Mr/Mrs/Miss/Ms (delete as applicable) | | |
| **Forename:** |  | **Surname**: |  |
| **Address:** |  | | |
| **Signed:** |  | **Date**: |  |

(please ensure that you are giving a least seven days’ notice of the proposed absence; retrospective applications cannot be authorised).