 

**LEAVE OF ABSENCE REQUEST FORM**

*Leave of absence will only be granted in exceptional circumstances*

*Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended)\**

*By law, you must ask permission for your child to miss school. If you don’t you risk a penalty notice.*

*Penalty notices can be issued per parent and per child.*

Name of School **Beeston Primary School** Date of request………….................…

**PARENTS SECTION (to be completed first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname of child |  |  | First name |  |  |
| Date of birth |  |  | Class |  |  |
| Surname of parent/guardian |  |  | First name |  |  |
| Address of child |  |  |  |  |  |
| Postcode |  | Telephone number |  |
| **About the request for your child’s leave of absence** | Reason for Absence |  |  |
| Total number of school days |  | From |  | To |  |
| Would he/she miss any national tests or examinations? | Yes/No |
| Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave) | Yes/No |
| Did he/she have leave of absence during term-time in the previous school year? | Yes/No |
| Emergency telephone contact in the Leeds district |  |
| Siblings name(s) and school(s) attended – if relevant |  |
| Parent’s/Guardian’s Signature |  |

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**SCHOOL SECTION**

|  |  |  |
| --- | --- | --- |
| Name of child: |  | Class: |
| Absence in Term TimeFrom: \_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Approved…………………….school days

Not approved ……………….school days1. Absence Code
 | Is the cluster AIO involved? YES/NO |
| Number of previous days authorised |  | Absence during tests or exams? YES/NO |
| Current percentage attendance  |  | Office Staff Signature: |
| Last year’s percentage attendance |  | Headteacher’s Signature: |

**A copy of this form will be returned to the parent after consideration**

*\*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice*