 

**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 Time  From: \_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Approved…………………….school days   Not approved ……………….school days   1. 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*