

PARKGATE JUNIOR SCHOOL
APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL



Parents/Carers, this form must be completed if you want to take your child out of school during term time for **‘exceptional circumstances’**.

Absence from school for family holidays is not an exceptional circumstance. A Penalty Notice will be applied if a pupil has 5 days term time leave of 5 or more consecutive days. Fines will be considered when there have been 10 sessions (AM/PM = 2 sessions) of unauthorised absence in a 10 week rolling period. Penalty Notices are issued to each parent for each child.

Please return this form to the school office for the Headteacher’s consideration no less than 2 weeks before the date you would like the period of absence to start.

FULL NAME(S) OF STUDENT(S)	YEAR GROUP(S)
FULL NAME FO PARENT/CARER	CONTACT TELEPHONE NUMBER
FIRST DAY OF ABSENCE	LAST DAY OF ABSENCE
NUMBER OF DAYS ABSENT FROM SCHOOL	

Reason for request for leave of absence during school term time

Signed (parent or carer)	Date

Authorised/Not authorised	Signed (Headteacher)	Date
Headteacher Comments		