

Sebert Wood Community Primary School



Application for Leave of Absence during term time *(Please note all applications MUST be made in advance).*

Child's Name:		Child's Class:	
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I would like to apply for a leave of absence for my child from:(Date)

The reason(s) for this request are:

Please continue on a separate sheet if necessary.

I am/am not (please delete as applicable) **attaching further evidence in support of this application.**

Should this leave of absence be granted my child would return to school on: (Date)

Details of Siblings:

If you have other children currently attending school please complete their details below.

Child's Name	Child's Age	Name of Child's School

I understand that:

- The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
- I may be requested to provide further information to the school.
- I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child's attendance record.
- A Penalty Notice referral to the local authority may be made **where a child has had their 8th unauthorised session within an academic year. Please note that there are 2 sessions per school day, therefore 8 sessions equates to 4 days unauthorised absence in an academic year.** A Penalty Notice is a fine issued to parents by the county council where a child has had unauthorised absence from school.

I confirm that I am the parent/carer of the child detailed above and that my child normally resides with me.

Signed:

Print Name:

Date: