



APPLICATION FOR SPECIAL LEAVE OF ABSENCE

Parents should refer to the school's attendance policy before requesting leave of absence. By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Head Teacher. You must provide relevant information and not make travel plans before receiving permission. **If your request is not agreed, your child must attend school or you may be liable to a fixed penalty notice. In some circumstances, you may be jeopardizing your child's place at the school.**

Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended, 2010.

I/We request leave of absence forin class.....

From..... To

Reason for request:

Signature of parent/carer..... Date.....

Signature of parent/carer..... Date.....