



**LEAVE OF ABSENCE FORM**

**Name of child(ren)**

**Class:**

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**Date absence from school starts:** \_\_\_\_\_

**Date child(ren) is due to return to school:** \_\_\_\_\_

**Reason for request; details of exceptional circumstances which require leave of absence.**

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Signed: \_\_\_\_\_  
(Parent/Carer)

Date: \_\_\_\_\_

**Headteacher's Comments:**

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**Authorised Absence:** \_\_\_\_\_

**Unauthorised Absence:** \_\_\_\_\_

Authorised by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:** If Leave of absence is taken without permission from the Headteacher it will be marked on the register as unauthorised and the matter will be referred to the Local Authority and a Penalty Notice will be issued against you. A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days.