**REQUEST FOR LEAVE OF ABSENCE**

• Under current regulations a school cannot authorise holidays in term time, unless there are circumstances deemed exceptional by the Headteacher

• For absences that are due to sporting or other educational activities which have not been organised by school, evidence of the event must accompany the ‘request for leave of absence’ form.

Name of Pupil: ……………………………………………………………… Class: …………………………

First day of proposed absence: ………………………………………………………………………………..

Last day of proposed absence: ………………………………………………………………………………..

Date that pupil will return to school: …………………………………………………………………………

Number of school days requested: ……………………………………………………………………………

Exceptional reason for absence: …………………………………………………………………..................

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

Name of Parent/Carer:………………………………Signature of Parent/Carer: ……………………….....

Relationship to pupil: ................................................................. Date: …………....................................

Telephone number: ………………………………… Email: ………………………………………………….

Please attach any evidence and return this form to the school office for the Headteacher to consider.

--------------------------------------------------------------------------------------------------------------------------------------**Office use only** (Please attach to ASTAR)

Date of review:……………. Authorised / Unauthorised Headteacher signature:…………………………

Date of outcome email to parent/carer………….……… Signed:………………………………………….

Penalty notice: Yes / No Date of referral:……………….. Signed:……………………………………..