



**SIBLINGS:** If you have any other children that you are also requesting Leave of Absence for who attend a different school please complete the details so we can liaise with that school.

|               |  |       |  |
|---------------|--|-------|--|
| Name of Child |  | Class |  |
| School        |  |       |  |
| Name of Child |  | Class |  |
| School        |  |       |  |

**PLEASE REMEMBER:**

- Absence from school can be very disruptive to your child's education.
- Time off for holidays is not an automatic right.
- It is advisable to give 14 days' notice in order for your request to be processed by the school office prior to the start of your absence.
- We would anticipate that there will be very few if any requests for leave of absence in term time which will be exceptional and therefore most requests for leave of absence will be declined and therefore marked as unauthorised.

**PRESCHOOL CHILDREN**

- Absence requests for Preschool children will all be authorised as they are not required by law to be in school
- We just need the information for our records and so we don't try to contact you while you are away to find out where your child is.
- Please be aware of the rules above for when your child starts full time education

|                       |  |      |  |
|-----------------------|--|------|--|
| Signature of Parent   |  |      |  |
| Relationship to child |  |      |  |
| Print Name of Parent  |  | Date |  |

**For Office Use Only**

|                                                |  |                                        |  |
|------------------------------------------------|--|----------------------------------------|--|
| <i>Attendance Record%</i>                      |  | <i>School Trips</i>                    |  |
| <i>Number of days previously requested</i>     |  | <i>Number of FPN previously issued</i> |  |
| <i>Letter sent by Post if FPN to be issued</i> |  | <i>Letter sent via Arbor</i>           |  |
| <i>Holiday or compassionate?</i>               |  |                                        |  |
| <i>Authorised</i>                              |  | <i>Unauthorised</i>                    |  |
| <i>Headteacher Signature</i>                   |  | <i>Date</i>                            |  |