

Sedbergh Primary School - Parent Request for Leave of Absence during Term Time

Pupil Name		Class	
Date of first day of absence		Date of return to school	
Number of school days that your child will be absent from school			
Please detail the exceptional circumstance for which you are requesting leave of absence:			

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. All unauthorised absences, including holidays that have not been sanctioned by the headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application.

Dr/Mr/Mrs/Ms.....

Dr/Mr/Mrs/Ms.....

Signed

Date

Please ensure you are giving at least 7 days' notice of the proposed absence. Retrospective applications cannot be authorised. Result of request will be notified in a letter from the headteacher.

For school to complete: AUTHORISED UNAUTHORISED

Headteacher's signature..... Date