

## Pupil Leave of Absence Request Form for Exceptional Circumstances

To be completed by parent/carer and returned to Attendance Office

Name of Child	Year Group and Registration Group
Date(s) of requested absence	
Reason for absence	

What support is needed or already in place to support your child's learning during the period of time absent from school?
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<b>To be completed by Attendance Officer</b>			
Request approved?	Yes		No
If approved, brief reason			

Signed	Date
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Parents – Absence from school is proven to be very detrimental to learning. Please note DFE regulations mean that holidays taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you. You could be issued with a penalty notice (fixed penalty fine) for each child or prosecuted.