



Request for leave of absence during term time

Your child should not be taken on leave of absence during term as this disrupts their education. Holiday taken in term time will be unauthorised and referred to the local authority for a fixed penalty notice. **Please see Abbey's Attendance Policy on the website for more information.**

The trigger for a Penalty Notice with regard to holiday/leave of absence is 5 days/10 sessions or more unauthorised absences (concurrent or separate absences) within a rolling period of 10 school weeks.

Name of child: **Class:**

First day of absence **until (date of return to school)**

Number of school days requested:

Please outline below any exceptional circumstance you think warrants this leave of absence and attach appropriate evidence/relevant documents i.e. letter from employer, details of significant event. Thank you.

Signed: **Date:**

To be completed by Mrs Bedforth.

Thank you for your request for leave of absence during term time

You have requested days absence.

- Your request for term time absence has been carefully considered and is not considered exceptional. The absence will be unauthorised.
- I am in agreement this absence is for exceptional reasons and have authorised this leave.

Signature **Date:**