


The  Avenue Infant School
Leave of absence request form.

This section to be completed by pupil's parent or main carer.

Please note that in accordance with changes in legislation from the Department for Education, from 1st September 2013 the Headteacher cannot grant any leave of absence, including holidays, during term time, unless there are exceptional circumstances such as illness or change in family circumstance.

Parents who choose to take their children out of school for holiday during term time should understand that this absence is almost certain to be coded as 'unauthorised' and that, ultimately Northamptonshire County Council may enforce a fixed penalty notice should circumstances warrant this. Please see www.northamptonshire.gov.uk for further details. We ask that you notify us when children will be absent from school and for what reason, by completing this form and returning it to school at least two weeks before the start of the absence.

I hereby request leave of absence to be granted to:

Pupil's name: _____

Class: _____

Pupil's name: _____

Class: _____

Pupil's name: _____

Class: _____

The first day of absence from school to be:

The last day of absence from school to be:

Total number of school days to be missed:

Reasons why I consider leave of absence to be vital during school term time:

During the current school year I have/have not* made such a request previously
(*delete as applicable)

School response to request for leave of absence form.

This section to be completed by the school, copied and returned to the parent/carer.

Child's name: _____ Class & attendance %:

Child's name: _____ Class & attendance %:

Child's name: _____ Class & attendance %:

Leave of absence has been authorised for: days.

On this occasion leave of absence cannot be authorised.

Signature: _____ Date: _____