Request for leave of absence (Post-16)

Students name:	Form:	Name of Parents/Carers:

Dates of absence

1st Day of absence: …………………………………………….   No of days requested: ………………

Date of return to school: …………………………………….

Why are you requesting leave of absence during term time?

If parents/carers take their children on holiday during term time and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice one per family. If the fines remain unpaid and the child's attendance does not improve the parent/carer may be taken to court to be prosecuted under the higher charge of an 'aggravated offence'.

Signed by Parent/Carer	Print name:	Date:

For school use only   Date request received: ……………………

Current attendance % (If within first term, use previous years figure)	Exceptional Circumstances YES/NO	Educational Visit YES/NO	Authorised YES/NO

Reason for school not authorising the absence:

Not considered to be exceptional circumstances ☐

Number of open days taken - _____ / 2   (only 2 open days allowed during school time)

Number of open days remaining - ☐

Comments: -

Key Stage Leader Signature	Date: