

Request for leave of absence (Post-16)

Students name:	Form:	Name of Parents/Carers:	
<u>Dates of absence</u>			
1 st 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
<u>Reason for school not authorising the absence:</u>			
Not considered to be exceptional circumstances <input type="checkbox"/>			
Number of open days taken - ____ / 2 (only 2 open days allowed during school time)			
Number of open days remaining - <input type="text"/>			
Comments: -			
Key Stage Leader Signature			Date: