



APPLICATION FOR SPECIAL LEAVE

As a Parent/Carer you should fill in this form if you wish to request to take your child out of school during term time for any reason for half a day (one session) or longer. Please note that family holidays during term time will not be automatically authorised.

Ms Dobie, Headteacher, may want to discuss with you the arrangements which will need to be made.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence.

If you take your child on holiday without authorisation, the school could request the Local Education Authority to issue Fixed Penalty Notices of £60.00, rising to £120.00 per parent/carers per child if not paid within 28 days. Failure to pay could lead to prosecution in a Magistrates Court for the original offence of failure to ensure school attendance under section 444 of the Education Act.

FOR THE ATTENTION OF THE HEADTEACHER

I request that _____ in year _____
be granted special leave of absence.

From: _____ to _____
First day of absence *Last day of absence*

Reason: _____

Signature of Parent/Carer _____ Dated _____

TO THE PARENT/CARER (a text message will be sent)

Permission is GRANTED / NOT GRANTED to be absent from school.

From _____ to _____

NOTES: _____

Signed _____ Dated _____