Low Furness CE Primary School

Leave of absence form

Pupil Name .....Class .....

Date of first day of absence .....am or pm

Date of return to school .....am or pm.

Number of school days that your child will be absent from school ……

Please detail the exceptional circumstance for which you are requesting leave of absence.

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application.

Dr/Mr./Mrs/ Ms. Forename..... Surname .....

Dr/Mr./Mrs/ Ms. Forename..... Surname .....

Signed ..... Dated .....

(Please ensure you are giving at least 7 days' notice of the proposed absence; retrospective applications cannot be authorised)

For school to complete: AUTHORISED ☐ UNAUTHORISED ☐

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This slip to be returned to parents/carer.

Low Furness CE Primary School - Request for a Leave of Absence During Term Time

Dear……,

Child's Name…… Class…….

Your request for absence on the following dates: ___ / ___ / ___ to ___ / ___ / ___ =…….....days.

Has been considered and is ☐ AUTHORISED ☐ UNAUTHORISED

a) The request does/does not meet the criteria for 'exceptional circumstances.

Please note: An **unauthorised** absence may be reported to the Local Authority and a Penalty Notice may be issued.

Signed:……. Head Teacher Date ___ / ___ / ___

Headteacher: Mrs C Rowland-Smith *Tel:* 01229 894135 Email: admin@low-furness.cumbria.sch.uk