

Lingham Primary School

Leave of Absence Request Form

Name of Pupil:..... Class:.....

Before making this request, please be aware of the following:

- Headteachers are no longer able to authorise holiday requests for pupils unless there are **exceptional circumstances** surrounding the request.
 - Retrospective requests cannot be authorised.
 - If this request is not authorised and you choose to take your child on holiday in term time, please be aware that you may be liable to a fine of £60 if paid within 21 days or £120 if paid within 28 days. Failure to pay the fine may result in prosecution.
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I request permission for my child to be absent from school

From (day and date): To: (day and Date).....

Total number of days from school:

Reason for exceptional circumstances:

Signature of Parent/carer..... Date.....

Office Use Only:

Percentage attendance for current year:	
Percentage attendance for last year:	
Previous requests for leave of absence? Yes/No – give details	
Authorised/unauthorised (delete as applicable)	Comments: Signed (headteacher)