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BRAYBROOK PRIMARY SCHOOL

School to return to parent with decision and to retain copy for their records

Leave of Absence Request Form - Schools using Fixed Penalty Notices

By signing this Absence Request I understand the following:

1. The school have a discretionary power to authorise the leave; it is not a right.
2. No child may be granted more than 10 days leave in any school year except in exceptional circumstances.
3. The school may authorise all or part of the Leave of Absence requested.
4. If the absence is not authorised and I still take my child out of school I understand that I may be the subject of a Fixed Penalty Fine of £50 in respect of each child and each parent, or subject to further legal proceedings.
5. If we are delayed in returning we will contact the school to explain why as soon as is possible.

It will be helpful for parents to refer to the school's Attendance Policy as well as the Leave of Absence/Holiday Policy. Both policies can be viewed on our website www.braybrookprimary.co.uk.

I request that my child:.....(name)

Have authorised absence from:.....(date)

Up to and including:.....(date)

Number of days requested:

Reason for absence/holiday.....

.....
.....

Signed:(parent/carer) Date:

For office use only

I confirm that your request for Leave of Absence from to has been authorised.

I regret that your request for Leave of Absence from to has been unauthorised. Please see attached letter.

Percentage absence this year: Percentage attendance last year:

No. of days requested: No of previous applications:

..... Date:

Mrs N Lamond
Headteacher