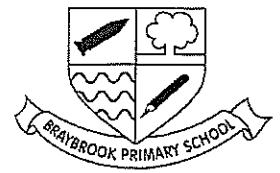


# Leave of Absence Request Form

## Braybrook Primary School



<b>Child's Name and DoB:</b>		
<b>Class:</b>		
<b>Full name of all parents / carers:</b>		
<b>Address of parents / carers:</b>		
	Tel:	Tel:
<b>Siblings / Siblings School (if different)</b>		
<b>First spoken language if not English:</b>		
<b>First written language if not English:</b>		

<b>Start date of absence:</b>	
<b>Date of return to school:</b>	
<b>Exceptional circumstance resulting in this request for absence, with evidence:</b>	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

(Both parents/carers to sign where appropriate)

<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	

To be completed by the school:

<b>Total number of days requested:</b>		
<b>Percentage of Attendance</b>	<b>This Year:</b>	<b>Last year (if relevant):</b>
<b>Leave of absence AGREED / DECLINED for the following reason/s:</b>		
<b>Decision letter sent to parent/carer? (date)</b>		
<b>Signature of Head</b>		<b>Date:</b>