

Pepper Hill School

Leave of Absence Request Form

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. We expect all parents and carers to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time, can seriously impact on a pupil's academic attainment. In very exceptional circumstances schools may authorise an absence.

If the absence is not authorised, taking your child out of school may result in a fixed penalty fine of £60 in respect of each child and each parent, or subject to further legal proceedings.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended leave. Thank you.

For further information please refer to the Department of Education website: <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Parent Section:

Name of Pupil			Class:	
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I/we request that my child be granted leave of absence:

Date from:		Date to:		Number of school days	
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The request is in respect of the following:

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Signature of Parent/Carer..... Date.....

School Section:

Current attendance:		Number of previous applications granted	
Leave of Absence	Approved for:		School days
	Not approved for:		School days
Headteacher:		Date:	