**Request for absence from school**

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| Name of Student |  |
| Year Group |  |
| Parent/Carer Names  (all parents/carers with parental responsibility should be named here) |  |
| First Day of requested absence |  |
| Last Day of requested absence |  |
| Number of school days missed |  |
| Reason for Request | |
| Signed |  |
| Date |  |

Please note that the guidance to schools’ states “Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.”

If leave is not granted it is likely that there will be a fixed penalty notice received from the local authority. Fixed Penalty Notices result in a fine of £80 per child, per parent.