

# Request for Planned Leave of Absence Form

## Francis Baily Primary School



**To be completed at least three weeks before the proposed absence**

The Department for Education recommends that holidays should not be taken in term time. Headteachers cannot authorise any planned leave of absence unless there are exceptional circumstances. If taken, it will be deemed an **unauthorised** absence, and a penalty notice may be imposed. Our Attendance Policy can be found on our website.

### TO BE COMPLETED BY PARENT/CARER

Name of Pupil:		Class:
Purpose of Absence:		
Reason for Absence During Term Time:		
Proposed Start Date: (DD/MM/YYYY)		Last Date of Absence: (DD/MM/YYYY)
Are There Siblings in Another school? YES / NO		
School Name:		Pupil Name/s:
<b>If the Headteacher's approval is not given and the holiday is still taken, the absence will be recorded as unauthorised, may incur a fine and may be referred to in any references given by the school.</b>		
Form Completed By:		Relationship to Child:
Signed: Parent/Carer		Date:

### TO BE COMPLETED BY SCHOOL OFFICE

Number of day's absence requested:	
Percentage of attendance	
Has holiday during term time been requested this academic year?	Date: Taken: Yes / No                      Authorised: Yes / No
Headteacher's Approval <input type="checkbox"/> Not Authorised <input type="checkbox"/>	
Reason for Approving Absence:	
Signed: ..... Headteacher                      Date: .....	
Register Code Assigned:	