



Allestree Woodlands School Leave of Absence Request

Please refer to the School Attendance Policy when requesting Leave of Absence – Head Teachers are no longer able to grant leave of absences unless there are explicit exceptional circumstances.

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| Name of Student:..... | |
| Date of Birth..... | Form:..... |

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|--|----------|
| Dates of proposed absence: From: | To:..... |
| Total Days Requested: | |

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|---|
| Reason for Proposed Exceptional Circumstances:..... |
| |

| | |
|---------------------------------------|---------------------|
| Parent(s)/Carer(s) full Name(s):..... | Date of Birth |
| Parent(s)/Carer(s) full Name(s):..... | Date of Birth |
| Address: | |
| Signature of Parent/Carer:..... | Date:..... |
| Signature of Parent/Carer:..... | Date:..... |

Consequences for parents taking children on Leave of Absence during term time which are **NOT** authorised by the school ***MAY*** result in a Penalty Notice of £120 *per parent per child* being issued by the Local Authority

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|---|--------------------|------------|
| For Office Use Only: | | |
| UPN:..... | Attendance %..... | |
| Interview Offered to Parent/Carer? Yes/No | | Date:..... |
| Parent(s)/Carer(s) Informed by Letter? Yes/No | | Date:..... |
| Authorised: Yes/No | Head Teacher | Date:..... |