**Request for leave form.**

**Please note: For any absence, you may be asked to supply further supporting documents.**

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| **Child’s Full Name:** | **Date of Birth:** | **Class:** |
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| **Parent/Carer Details (please list all parents)** |
| **First Name:** |  | **Surname:**  |  |
| **Date of Birth:**  |  | **Relationship to the child:** |  |
| **Address and postcode:** |  |
| **Telephone number:** |  |
| **First Name:** |  | **Surname:**  |  |
| **Date of Birth:**  |  | **Relationship to the child:** |  |
| **Address and postcode:** |  |
| **Telephone number:** |  |
| **Siblings: Please provide the name of any siblings and the school that they attend – if different.**  |
| **Child’s Full Name:** | **Date of Birth:** | **School:** |
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| **Details of the absence** |
| **Date of First day of absence:** |  | **Date of last day of absence:** |  |
| **Total Number of days absent:** |  | **Expected date of return to school:** |  |
| **Please provide the reason for this request including supporting evidence:**  |
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| **Contact details whilst absent from school**  |
| **Address whilst away:** |  |
| **Telephone number whilst away:** |  |

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| **Please read the following statement and sign to indicate you understand the this:** I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren’s progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I 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. |
| **Signed:** |  | **Full name:**  |  | **Date:**  |  |
| **Signed:** |  | **Full name:** |  | **Date:** |  |

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| **To be completed by the school:** |
| **Date request received by the school:** |  | **Total number of days requested:** |  |
| **Child’s Name:** | **Current % Attendance** | **Application Authorised or Declined?** |
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| **Reason for school’s decision**: |  |
| **Headteacher:** |  |
| **Signed:** |  | **Date:** |  |