



**APPLICATION FOR LEAVE OF ABSENCE  
EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2013**

I/We the parent(s)/carer(s) of: Name of Child: .....

Form: ..... College: ..... Attendance\*: .....

wish to formally apply for leave of absence from school for the period:

..... To .....(inclusive)

Signature ..... Name ..... (Capitals)

Reason for request .....

.....

.....continue overleaf if necessary.

\* Attendance percentage is available from Student Reception.

**ATTENTION IS DRAWN TO THE FOLLOWING:**

1. Leave of absence can only be granted by the Headteacher in EXCEPTIONAL CIRCUMSTANCES
2. Only the school can authorise pupil absence.
3. The school will report unauthorised absence to the Local Authority, employers or colleagues.
4. Your child may be placed on an attendance initiative following the holiday to improve attendance and this may lead to prosecution if there are any further unauthorised absences.
5. **The parent/carer of any student who takes unauthorised leave of absence in term time maybe issued with a Fixed Penalty Fine of £120 per parent/carer per student. If this is paid within 21 days it is reduced to £60.00**

G WARNOCK  
Headteacher

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**FOR OFFICIAL USE ONLY**

Attendance rate in current year.  
\_\_\_\_\_ % Authorised / Not Authorised

Previous application in current year.  
Y / N Date: \_\_\_\_\_