

## Ravensdale Infant and Nursery School

# APPLICATION FOR LEAVE OF ABSENCE

### Important Information for Parents/ Carers

Head teachers can no longer grant leave of absence during term time unless there are explicit exceptional circumstances.

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for you child's educational progress. The Local Education Authority expects all parents/ carers to ensure that their children attend school whenever possible. Absences taken during school time may hinder academic progress.

I wish to apply for leave of absence from school to be granted to:

Name of child:

Class:

Dates of proposed absence: From:

To:

Reason for proposed absence:

If absence is for a holiday, please state where you will you be visiting:

Parent/ carer full Name:

Date of birth:

Parent/ carer full Name:

Date of birth:

Address:

Signature of Parent/Carer:

Date:

Signature of Parent/Carer:

Date:

**If the school does not agree to the absence and you take your child out of school, the absence will be recorded as unauthorised. This could result in a penalty notice being issued by the local authority and as a result you may be fined in respect of each parent and each child, payable up to £120 for each.**

### For School Use Only

Total number of days absent from school:

Date seen by Headteacher:

Decision authorised: Yes/ No

Parents/ Carers informed by letter: Yes/ No

Letter dated: