

MONKTON PARK PRIMARY SCHOOL

Leave of Absence Request Form



Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

Please read FAQ overleaf and the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren)	
Date/s of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	
Exceptional Circumstances (reason) for Leave of Absence during term time	

Signed: _____

Date: _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No