



**Head Teacher : Mrs J Donnelly**

**Application for leave of absence**

Name: ..... Class: .....

Start Date:..... Return to school date:.....

Reason for leave:

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 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Signature:..... Date:.....

**Reminders**

**The Department of Education (DfE) (2013) act stated that requests for leave of absence during term time should not be granted. The school will only grant leave in term time in the most exceptional circumstances, for which evidence is requested.**

**Leave that is taken without the permissions of the head teacher will be recorded as unauthorised and you may be liable to a Penalty Notice Fine of £160 per parent, per child (£80 per parent, per child if paid within 21 days) of the date issued.**

**Office use**

Current attendance:.....

Previous year attendance:.....

**As you are aware we have adopted the London borough of Redbridge attendance strategy and penalty notice code of conduct (these can be viewed on the local authority website) <https://www.redbridge.gov.uk/schools/school-attendance-and-educational-welfare-services/> and these give clear guidance on relation to exceptional circumstances and a family holiday would not be considered to be an exceptional circumstance.**

To the parent of ..... Class:.....

- Therefore, I am unable to authorise this time off and your child's absence will be recorded as unauthorised. This unauthorised absence will be referred to the Education Welfare Service and may result in a penalty fine being imposed.
- Therefore, I am able to authorise this time off and your child's absence will be recorded as authorised.

Thank you

Mrs J Donnelly  
**Head teacher**