



Caroline Haslett Primary School
APPLICATION FOR LEAVE OF ABSENCE

To the Headteacher. I wish to apply for

Child name: _____ Class: _____ to be
authorised as absent from school

from _____ to _____ (inclusive dates) Total days _____

BEFORE COMPLETING THIS FORM WE RECOMMEND YOU READ THE ATTENDANCE POLICY ON THE WEBSITE.
Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional, meaning the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event. If you require additional space please continue on the other side of the page.

Signed parent/carer _____ Date _____

The secretary of State for Education has removed the discretion of headteachers to grant up to ten days leave in term time holidays. Therefore all holidays will be marked as unauthorised and could be subject to a fine of up to £60 if paid in 21 days or £120 if paid in 28 days. These fines are issued per child per parent. Parents are still allowed to take their children out of school for exceptional circumstances at the discretion of the headteacher. The Milton Keynes code of conduct has been updated to reflect the new arrangements and now states that a fine can be incurred if a child is removed from school for ten unauthorised sessions (five days).

For office use only: Date application received _____

Attendance rate in current year _____ Attendance rate in previous school year _____

- Request approved for _____ number of days.
- Request not approved. Unfortunately I have been unable to authorise your request in line with the Education (pupils) regulations 2006 and 2013.

Signed by headteacher _____ Date _____