



Care, Aspire, Achieve

Alexandra Park Primary School Leave of Absence Form

All requests for leave of absence should be made in writing at least 4 weeks before the proposed start date. A letter explaining the reasons for this leave of absence must also be attached, as requested by the Local Authority and the Education Welfare Officer.

A reminder that SAT's for children in Years 2 and 6 take place in May. Phonics Assessments for Year 1 take place in June. Leave of absence during these times will not be authorised.

PUPIL DETAILS

Name:

Date of Birth:

Class/Teacher:

Dates of Requested Absence: From -

To -

No of days _____

Please attach a letter explaining reasons for this absence

Parent/Guardian Name:

Signature:

Date of request:

I understand that keeping my child off for more than 10 sessions (5 days) will result in a fixed penalty fine being issued by the Local Authority.

No leave of absence during term time will be authorised unless there are exceptional circumstances.

This section will be returned to you.

Child's Name:

Class/Teacher

Approval is granted for authorised absence from.....to

School cannot authorise absence for days as

therefore days will be recorded as unauthorised absence.

Mr P. Brooke
Headteacher

Parents / Carers are reminded that term time holidays / leave of absence taken without permission will result in the issuing of fixed penalty fines by the Local Authority of up to £120.00 per parent per child.