



### Leave of Absence Request Form

The school's policy is not to authorise holidays from school during term time.

Absences **may** be authorised in **exceptional circumstances** only.

**When requesting an absence during term time parents/carers are requested to consider the following:**

- **By missing lessons will my child fall behind or fail to make progress?**
- **Will missing lessons interfere with preparation for national tests?**
- **Has my child missed lessons during the school term due to ill health or other absences?**

For further information, please refer to the following website:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/attendance-and-behaviour-support-for-parents.aspx>

Child's Name: ..... Class: .....

Child's Name: ..... Class: .....

Reason for absence: .....

.....

From ..... To ..... No. of Days.....

**Please note:**

**If this request is for 5 or more days' continuous leave and it is not authorised, it will automatically be referred to the School Attendance Support Service where a Fixed Penalty Notice may be issued or prosecution may follow. Fixed Penalty Notices are issued to both parents for each child taken out of school.**

Signature of Parent/Carer..... Date.....

Signature of 2<sup>nd</sup> Parent/Carer..... Date.....

I confirm that the above request has been considered and that this absence will be recorded as:

**Authorised** – given the exceptional circumstances

**Unauthorised**

Signature of Headteacher..... Date.....

**For office use only:**

Response of LOA request to parents

Coding applied on SIMS

**Signature/Date**