



# HORMEAD C of E FIRST & NURSERY SCHOOL



## Application for Leave of Absence

To be completed no less than 2 weeks before the start of the absence period

As per our school's attendance policy and the Hertfordshire published Code of Conduct relating to school attendance, the law requires parents to seek permission from the Headteacher to take their child out of school during term time. The law states **permission can only be granted if:** An application has been made in advance by the parent the child normally lives with; and there are **exceptional circumstances**.

Parent/Carer to complete this section				
Full Name of Child				Class:
Address and postcode				Year group:
Dates Requested	From (First day of absence)	To (Last day of absence)	Duration (School days)	Duration (Sessions)
Reason for absence including why you believe your circumstances to be exceptional (further details may be attached to this form)				
I wish to make an application for my child/children named above to have authorised absence from school for the reasons stated above. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.				
Full name of person making request (must be parent the child usually lives with)				
Relationship to child:	Signed:		Date:	
Headteacher to complete this section				
Current % attendance to date	Number of sessions absent this year	Number of sessions absent in 10 week rolling period	Number of which are authorised	Number of which are unauthorised
Was a penalty fine requested as a result?				
Are you aware of any Penalty Notice Fines that the parent or parents may have previously received for this pupil and /or a sibling for whom they hold parental responsibility?				
<input type="checkbox"/> Your request is approved and the absence request has been authorised <input type="checkbox"/> Your request is not approved. Having read these notes, if you still wish to take your child out of school, the absence will be treated as unauthorised.				
School response to parent/s request for leave of absence:				
Headteacher Signature:	Headteacher name: Mrs L Cowler		Date of response:	