

**QUEEN MARY AVENUE
INFANT & NURSERY SCHOOL**



LEAVE OF ABSENCE FORM

Part one (to be completed by the parent/carer)

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. PLEASE NOTE: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and a fine may be imposed.

Child 1 name:_____ **DOB:**_____ **Class:**_____

Child 2 name:_____ **DOB:**_____ **Class:**_____

Child 3 name:_____ **DOB:**_____ **Class:**_____

Leave of Absence requested

First day of absence:_____

Last day of absence: _____

Please explain the circumstances which make your application exceptional and therefore cannot be taken during the normal 13 weeks holiday your child has from school. Any request must be backed up by evidence i.e. letter from employer, copy of wedding booking form etc. Without this the application will not be considered and will be unauthorised and a fine may be imposed

PLEASE TURN OVER

Each case will be reviewed individually and the children's attendance record will be taken into account. Leave of absence will not be granted if your child's attendance falls below the National Average of 96% and a fine may be imposed. If after your holiday is authorised, your child's attendance then drops below the 96% the holiday will change to an un-authorised holiday and a fine may be imposed

Parent/Carer name: _____

Parent/Carer address: _____

Signature: (Parent/Carer) _____

Date: _____

Part two (to be completed by the school)

Current Attendance:

Child 1: _____%

Child 2: _____%

Child 3: _____%

Decision

Authorised	
Unauthorised – Possible fine	
Comments	

SIGNED: _____ **Headteacher**

DATE: _____