



Park House Primary School



Leave of Absence Request Form – Non exceptional

Park House can only consider granting leave of absence for an absence if we are provided with evidence of exceptional circumstances. However, by requesting leave of absence, which is not exceptional, you understand that this will be unauthorised and you may be fined. We are duty bound to take into consideration:

- Poor attendance and punctuality
- Requests for leave during assessment periods (September, May and June)
- Requests for leave over 10 school days
- Requests for two or more separate periods in the same academic year (even if these total less than 10 school days)
- Additional requests made with a 36 month period.

Name of Pupil:		DOB:
Address:		Class:
Leave Request Dates:	From:	To:
Reasons for requested term time absence:		
I have attached evidence of exceptional circumstances: Yes/No (delete as applicable)		
I understand that this request does not meet exceptional circumstances and I may be put forward to the LA for a fine:		
Name of Parent or Carer:	Signature:	Date:
Leave that has not been agreed will be marked as unauthorised and will be referred to the Local Authority for consideration of a Penalty Notice or other action.		
For school use:		
Current attendance:	Date:	(Note 5 days equates to 2.6% absence over the school year)
Leave in previous 12 months (days/dates):	Leave in previous 24 months(days/dates):	Leave in previous 36 months(days/dates):
Evidence submitted and copied: Yes/ No	Date if requested:	Type of evidence submitted:
Please circle: Leave authorised	Leave NOT authorised because:	
Headteacher:	Date:	RM Integris updated: Yes/No
		Letter sent date: