

Dudley

REQUEST FOR LEAVE OF ABSENCE

PETERS HILL PRIMARY SCHOOL

Child(ren) names.....Form.....

Address.....Post Code.....

I would like to apply for 'Leave of Absence' from school for the above named:

From (date) to (date)

The Head teacher may only grant 'Leave of Absence' in special or exceptional circumstances.

Please give the reason leave is required

By signing this form I understand the following:

1. The school's Attendance Policy states that absences during term time will not be authorised unless the Head teacher agrees that there are special or exceptional circumstances and that any absence will be recorded as unauthorised on the school register.
2. Any unauthorised absences MAY be referred to The Education Support Service.
3. That if a referral is made to The Education Support Service that I may be subject to a Penalty Notice, (a fine of up to £80/E160 in respect of each child and each parent,) and/or be subject to further legal proceedings in the Magistrates Court
4. That if a second referral is made to the Education Support Service within 3 years of the first FPN, that I may be subject to a further Penalty Notice at a flat rate of £160 per parent, per child.
5. That if a further referral is made to the Education Support Service within 3 years of the first FPN, that I may be subject to Legal Proceedings.

Signed.....Name.....

Date.....

Relationship to child

Names of each adult who has Parental Responsibility for each child

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Address if different to child's home address:
