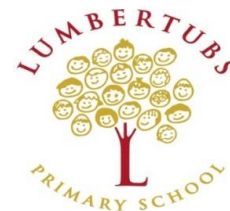


**LUMBERTUBS PRIMARY SCHOOL
LEAVE OF ABSENCE REQUEST FORM**



Parents are legally responsible for making sure that their child attends full time education. You are **NOT ENTITLED BY LAW** to take your child out of school during term time. However, should you wish to do so for any reason all absences must be unauthorised/authorised by the Head Teacher at their discretion. To avoid being prosecuted and disrupting your child's education all appointments/outings should be arranged out of school hours, at weekends or during school holiday's.

Please note that it is a criminal offence for your child to not attend school from their 5th birthday to the June after their 16th birthday. If your child has more than 5 days off over a 10 week period, you can be issued with a penalty notice. Your local council can give each parent a fine of £80, which rises to £160 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

NAME

Class

I am informing you of a leave of absence for the above named child due to

.....
(reason for absence)

From: To: Days:
(first day of leave) (last day of leave) (number of school days)

..... Date.....
Signature of Parent/Carer 1

..... Date.....
Signature of Parent/Carer 2

CONFIRMATION (for office use only)

I confirm that the above request has been

Unauthorised

☐

I have noted your request for your child's leave of absence from school however, due to legal reason's enforced by the Education Authority the absence will be marked as unauthorized and may result in a fine from Northamptonshire County Council.

Authorised

☐

I have noted your request for your child's leave of absence from school and believe that the reasons fall under the 'Absence from School For Exceptional Circumstances Policy'.

.....
Head Teacher

Date.....