

Higham Primary School Leave of Absence Request Form



Child's Name:		DOB:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First Name:		First Name:	
Address and Postcode:			
First written language if not English:			
Telephone Number/s:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different):			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First Name:	
		D o B:	
Address and Postcode:			
Telephone Number/s:			

Start date of absence:	
Last date of absence:	
Reason for absence: Please provide as much detail as possible.	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE ATTACHED: Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period.
I/we understand that a fine will be payable **per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.**

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Date Received by School:	
Total number of days requested:	
Leave of absence AGREED / DECLINED for the following reason/s:	
Date of decision letter sent to each parent/carer:	
Headteacher/Attendance Officer:	
Signed:	
	Date: