



# Leave Of Absence Request

## Bramley Sunnyside Infant School

Please read the information on the reverse of this form before its completion\*

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren) Form/ Year Group/ Class

.....  
.....  
.....

Leave of absence dates

Start date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Number of school days missed \_\_\_\_\_

Reason for requesting Leave of Absence at this time .....

.....  
.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence

Parent 1 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ parent 1 Signed: \_\_\_\_\_ parent 2

Date of Application: \_\_\_\_\_

### Children At Other Schools:

Name Of child: \_\_\_\_\_ School: \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

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### SCHOOL USE ONLY

Date received: % Attendance previous 3 terms

% Attendance previous School year: