



STANGROUND ACADEMY

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Student's Name Tutor Group/Class

Home Address

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the exceptional circumstances that require a leave of absence during term time?

[Empty box for explaining circumstances]

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 £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

Name of Parent/Carer making application

Relationship to child.....

Signed

Date

PLEASE RETURN COMPLETED APPLICATION FORM TO Mrs J Smith Academy Attendance Officer GIVING AT LEAST 20 SCHOOL DAYS NOTICE.

Please do not book your holiday until you know that the Academy will authorise your child's absence

Current attendance % [] For office use Last Year's attendance % []