



STANGROUND ACADEMY

Application by parent/ carer for child's leave of absence from school during term time

Students name	<input type="text"/>	Tutor Group	<input type="text"/>
Parent/ Carer name	<input type="text"/>	Parent/ Carer date of birth	<input type="text"/>
Home address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Date of birth	<input type="text"/>	Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>

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

Date of last day at school	<input type="text"/>	Date of return to school	<input type="text"/>
Total number of school days missed	<input type="text"/>		

Please explain the exceptional circumstances that require a leave of absence during term time?

<input type="text"/>
<input type="text"/>
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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	<input type="text"/>	Relationship to child	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>

Please return completed form to Mrs R De Paola, Academy Attendance and Safeguarding Officer, giving at least 20 school days' notice.

Current attendance %	<input type="text"/>	For office use		Last year's attendance %	<input type="text"/>
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