



STANGROUND ACADEMY

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

Students name	<input type="text"/>	Year Group	<input type="text"/>
		Date of birth	<input type="text"/>
Main Parent/ Carer Name	<input type="text"/>	Parent/Carer Date of birth	<input type="text"/>
Main Parent/Carer Name	<input type="text"/>	Parent/Carer Date of birth	<input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>

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

First day of absence	<input type="text"/>	Last day of absence	<input type="text"/>
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Please explain the exceptional circumstances that require a leave of absence during term time?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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.**

Signed:	<input type="text"/>	Full Name:	<input type="text"/>	Date:	<input type="text"/>
Signed:	<input type="text"/>	Full Name:	<input type="text"/>	Date:	<input type="text"/>

To be completed by school:

Date received by school:	<input type="text"/>
Total number of days requested:	<input type="text"/>

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