

Name of school

CHURCH OF THE ASCENSION

I/we request that my son/daughter (Name)..... Form

of (address)Post Code

be granted leave of absence from

(date of breaking up) 200

to

(date back in school) 200

in respect of the following (please circle):

Holiday in term time

Compassionate Grounds

Other (State)

IMPORTANT:

Please read the points overleaf before signing and returning this form to school

By signing this leave request I understand the following:

1. The school have a discretionary power to authorise the leave - it is not a right.
2. Only the school can grant leave of absence.
3. No child may be granted more than 10 days leave in any school year except in exceptional circumstances.
4. The school may authorise all or part of the leave of absence requested
5. If leave is granted and my/our child does not return to the school within the time allowed, the school may, in consultation with the local authority remove him/her from the register. This would necessitate me/us applying for our child to be readmitted to a school.
6. If the absence is not authorised and I/we still take our child out of school I understand that I/we may be the subject of a Fixed Penalty Fine of £100 in respect of each child and each parent, or subject to further legal proceedings.
7. If we are delayed in returning we will contact the school to explain why as soon as is possible

Signed

Name.....

Date.....