

THE PAVILION STUDY CENTRE

APPLICATION FOR SPECIAL LEAVE OF ABSENCE

As a parent / carer you should fill in this form if in the case of an emergency you wish to take your child out of school for an extended period during term time. Please note family holidays during term time will not normally be authorised.

The Head teacher will want to discuss with you the arrangements which will need to be made.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence. It is also possible in certain circumstances that your child could be removed from the school roll and thereby have to find an alternative school.

If you take your child on holiday without authorisation the Local Education Authority has the power to issue Fixed-penalty Notices of £50, rising to £100 if not paid within 28 days (Anti-social Behaviour Act 2004).

I request that be granted special leave of absence.

From (Date) To (Date)

Reason

My child will access education during the visit

Yes / No
(please circle)

If Yes please provide details

Signature of Parent/Carer

Date:

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Permission is granted for

to be absent from school

From (Date)

To (Date)

Signature of Head

Dated: