

Application for Leave of Absence

Parents are asked not to seek approval for term time leave unless there are exceptional circumstances. All holidays during term time are unauthorised and could be subject to a Fixed Penalty Notice (FPN) of up to £80. Please note that any absence is at the Headteacher's discretion and a reason must be given for any absence requested.

This form should be returned to the school office not less than two weeks prior to the period of absence required.

I request that _____ (name of child) of class _____
be granted leave of absence from **TICKFORD PARK PRIMARY SCHOOL**
from _____ to _____ (inclusive dates).

Reason for absence including exceptional circumstances: (please continue overleaf if necessary)

Signed: _____ Date: _____

(Parent/Guardian - Please sign and print name)

FOR OFFICE USE ONLY

Attendance tracking information: _____

Any other requests for leave over time at school: _____

Due to exceptional circumstances your leave has been Authorised.

Your request has been refused and is unauthorised

Signed: _____ Dated: _____

Mrs Julie Stevens (Headteacher)

Mr Ian Cowper (Assistant Headteacher - Attendance)

Tel: 01908 610431

Email: office@tickfordpark.org.uk

www.tickfordpark.org.uk