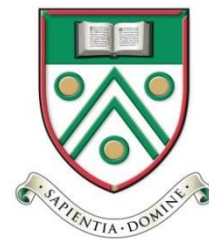


LEAVE OF ABSENCE REQUEST



Student Name	
Form Group	

Absence Dates

From:		To:	
Date of student's return to school:			
Number of school days involved:			

Reason for Absence

Include an explanation as to why this absence has to be taken in term time

*Any short notice requests for Leave of Absence must be accompanied by the **proof of purchase date** of travel documents before an appropriate decision can be made*

Under education law, parents do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and we strongly advise parent/carers to book their family holidays during those times.

Requests for leave of absence, in line with government guidelines, will normally not be authorised. Parent/Carers who request leave during term time for their child must do so in advance by completing this Leave of Absence Request form for Authorised absence. Leave of absence should be requested at least two weeks in advance. Any short notice request for Leave of Absence must be accompanied by proof of purchase date of travel documents before an appropriate decision can be made. The parent/carer will be advised of Langley Grammar School's decision in writing. **If the Leave of Absence Request is denied and the student is absent during the requested period the parent carer may be liable to receive a fixed penalty notice of £60 from the Local Authority.** Penalty notices are issued on a per parent per child basis.

Please return this form in person to Mrs Viridi in Student Support, for consideration.

The Headteacher's decision is final

Parent/carer name _____

Signature _____ Date: _____

For school use only:	
Request received: _____	Recommendation: YES / NO
SLT received: _____	Confirmation: YES / NO
Acknowledgement sent: _____	