

Directorate for Children, Young People and Families

# Horizon Badge

# Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion*

I wish to apply for my child/children to take leave of absence during term time.

**Name of child/children Name of School**

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Date of requested Leave of absence

From : …../.…./….. To : …../.…./..... Number of school days missed

Reason for requesting leave of absence: ……….……………………………………………………………………………………………………………………………………………………………………………………………………..….….

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If the absence is due to parent/carer work commitments a letter from an employer must be attached to this request form.

Full name and address of parent applying for leave of absence:

……………………………………………………………………………d.o.b.:\_\_\_/\_\_\_/\_\_\_

Full name and address of parent/carer taking the child out of school

(if different to the above):

……………………………………………………………………………d.o.b.:\_\_\_/\_\_\_/ \_\_\_

**Signed ………………………………………..Parent/Carer**

Date of application ……/.…../.……

If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority.The penalty will be £60 per child if paid within 21 days; payment after this time but within 28 days is £120.

**SCHOOL USE ONLY Date Application Received**

 **Attendance at time of application = %**