**Roberttown CE (vc) J&I School**

**Application for Leave of Absence during School Term Time (Sept 2023)**

This form is to be completed by the parent/carer and forwarded to the school office at least 10 working days before the period of absence.

Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances. Please see our attendance policy for further details.

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| **Name of child/children:** |  |
| 1. **Parent/carer full name**
 |  |
| 1. **Parent/carer address**
 |  |
| 1. **Parent/carer full name**
 |  |
| 1. **Parent/carer address**
 |  |
| **Dates of absence:** |  | **Number of days absent from school:** |  |
| **Exceptional circumstances requiring absence during term time:** |
| * I understand that taking my child out of school will result in work being missed and will affect the learning and achievement of my child.
* I understand that if the absence is unauthorised a penalty notice will be requested per parent, per child

**Please note both parents/carers must sign the form.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(with parental responsibility)Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(with parental responsibility) |
| Notes:Separated families: where parents are separated , leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made.Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent. |