

# King's Lodge School

## Leave of Absence Request in Term Time

Taking your child out of school during term time may harm your child's academic progress. Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence. Please also read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time. Please detach and keep the attached leaflet.

Name of Child	
Class	
Date of First Day of Absence	
Date of Return to school	
Number of Days requested	
Siblings and schools attended	

Exceptional Circumstances (reason) for Leave of Absence to be taken during term time:

.....  
.....  
.....  
.....

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

***Please collect the slip from the office or  
attach an SAE for your reply slip to be posted to you.***

**For school use:** Attendance to date %:

Days absent this year for Holiday:    Illness:    Authorised other:    Unauthorised other:

Request authorised: Yes/No

**B** Educated off site      **C** Other authorised circumstances      **F** Agreed Extended Family Holiday

**G** Family Holiday not Agreed      **H** Family holiday agreed      **O** Other unauthorised

Name of child \_\_\_\_\_ Class \_\_\_\_\_ No. of days requested \_\_\_\_\_

Your request for leave of absence during term time has been authorised / has not been authorised (please see attached letter).

Mrs Kim Spencer  
Headteacher