

APPENDIX 3

Poplar Farm School

Leave of Absence Request Form



Parents and Carers are reminded the Leave of Absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority.

Parents are also reminded the Leave of Absence for the purpose of holidays in term time can no longer be granted, except in the most exceptional circumstances.

Name of child	
Year Group and Class	
Name of Parent/Carer	
Start date of proposed leave of absence	
End date of proposed leave of absence	
Reasons for request:	

Signed: _____ Date: _____

For School to complete:

The above leave of absence request will be AUTHORISED/UNAUTHORISED for the following reason:

Poplar Farm does not authorise holiday in term time

Your child's attendance record is below 90%

You have not given enough detail within the reason for request box

Other:

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Signed: _____ (Headteacher) Date: _____

Parent / carer informed of decision in writing on _____ (Date)