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**APPLICATION FOR SPECIAL LEAVE OF ABSENCE**

As a parent/carer you should fill in this form if, in the case of an emergency, you wish to take your child out of school for an extended period during term time. Please note family holidays during term time will only be authorised in exceptional circumstances and **WILL ONLY BE CONSIDERED IF ATTENDANCE IS GREATER THAN THE EXPECTED 96%.**

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in extra days being classified as unauthorised absence. If you take your child on leave without authorisation the Local Authority has the power to issue Fixed Penalty Notices (FPN) of £80 per parent for each child if paid within 21 days and £160 if paid within 28 days. It is also possible in certain circumstances that your child could be removed from the school roll and thereby need to find an alternative school.

The conditions under which leave of absence during term time may be granted are contained in The Education (Pupil Registration) Regulations 2006.

I request that: \_\_\_\_\_ Year/Class: \_\_\_\_\_  
be granted special leave of absence.

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of days  
(First day of absence) (Last day of absence) absent:

Reason: \_\_\_\_\_

*Please attach a letter or documentation (invitation, etc.) to verify the reason information given above.*

Please list any siblings at Name: \_\_\_\_\_ Class \_\_\_\_\_  
Brookland Junior School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Parent or carer*

***To be completed by Brookland Infant School & returned to parent/guardian.***

Previous leave:  Current Attendance:  %

Permission **IS** GRANTED (Authorised) / Permission **IS NOT** GRANTED (Unauthorised)

Number of days Authorised:	Number of days Unauthorised:	FPN

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Headteacher*