



MIDDLEZOY & OTHERY SCHOOLS

LEAVE OF ABSENCE & HOLIDAY REQUEST FORM

This form must be returned to the School Office at least **FOUR** weeks before the start of the leave requested

With effect from 19th August 2024, the Government Guidance for Term-time Leave states that the DfE does not 'consider a parent's need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'. 'All schools can grant a leave of absence for other exceptional circumstances at their discretion'. (Please refer to the school's attendance policy available on our school website or from the school office).

Where exceptional circumstances are to be considered, evidence from an employer will **need** to be provided. **Please note that you must give 4 weeks' notice of any request for leave.**

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may result in a Fixed Term Penalty Notice. Penalty notice fees are: £80/£160 per parent per child

I wish to apply for the student(s) listed below to be authorised as being absent from school

From: To:

For the purpose of:

At (Specify Location):

Name of Student(s)	Registration Group

The exceptional circumstance to be considered are:

Parent Name:

Date:

Signature:

