

HANSLOPE SCHOOL

HOLIDAY/LEAVE OF ABSENCE FORM

Please return the form as soon as possible before proposed absence.

**PARENT TO COMPLETE**

I request permission for

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

to be absent from school for the period: \_\_\_\_\_ to \_\_\_\_\_ (inclusive).

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this will affect the continuity of the National Curriculum course of study that my child is following.

**Requests for Holidays**

I have read and understood the information about Fixed Penalty Notices in the school's Attendance Policy and understand that if I take my child on holiday without consent from the school I may be fined

Parent/Guardian Name: \_\_\_\_\_ Signed: \_\_\_\_\_

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

**HEADTEACHER TO COMPLETE**

I acknowledge receipt of the Holiday/Leave of Absence request.

Due to the nature of the request, your child's absence for the above period will be recorded as authorised / unauthorised.

This will make a total of \_\_\_\_\_ school days of requested absence during this academic year broken down as follows:

\_\_\_\_\_ Authorised days / \_\_\_\_\_ Unauthorised days

**Mr Ryan Fensham-Brown**  
**Headteacher**

*\*Please complete this form at least 2 weeks before requested absence*