



**Zouch Academy**

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Principal: Julie Tridgell

## Leave of Absence Request Form

**Taking your child out of school during term time may harm your child's academic progress. Parents do not have a right to take their children out of school during term time. By law – You must ask permission for your child to miss school.**

Absences may only be authorised at the discretion of the Head teacher in **EXCEPTIONAL** circumstances.

If the absence is not authorised you risk a £60 penalty notice per parent, per absence, per child if paid within the 28 days or £120 if paid up to 42 days.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of proposed leave.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

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

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

Parent's/Guardian's signature: \_\_\_\_\_

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

**For school use:**

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

