



Blanford Mere Primary School

Child(ren) names Class

Address Post Code

I would like to apply for 'Leave of Absence' from school for the above named:

From (date) to (date)

The Head teacher may only grant 'Leave of Absence' in special or exceptional circumstances.
Please give the reason leave is required

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By signing this form I understand the following:

- The school's Attendance Policy states that absences during term time will not be authorised unless the Head teacher agrees that there are special or exceptional circumstances (a holiday is not considered to be exceptional circumstances) and that any absence will be recorded as unauthorised on the school register. **Please note that if your child is unwell either before or after the leave of absence, then the school will require a Doctor's note if the absence is to be authorised. Without a Doctor's note this absence will be unauthorised.**
- Any unauthorised absences **WILL** be referred to The Education Support Service.
- **I understand that when a referral is made to The Education Support Service that I may be subject to a Fixed Penalty Notice**, (The fine is £60.00 paid by each adult with parental responsibility for each child. If you have not paid the fine within 28 days then the fine increases to £120.00 which must be paid within 42days. There is no option to pay in instalments, the fine cannot be reduced if you are in receipt of benefits and there is no right of appeal. Fines are paid to the Local Authority) **and/or be subject to further legal proceedings in the Magistrates Court**

Signed Name

Relationship to child

Names of each adult who has Parental Responsibility for each child

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Address if different to child's home

Address:.....
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