



# LincolnCarlton · ACADEMY ·

## LEAVE OF ABSENCE FORM

One form to be completed for each child.

**Please note: In the 2013 amendments to the DFE regulations, guidance now states that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a leave of absence is deemed as unauthorised, you may face a fixed penalty fine from Lincolnshire County Council.**

I request leave of absence for my child

Child's Name \_\_\_\_\_

In class \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date child will be absent (inclusive)

From \_\_\_\_\_ to \_\_\_\_\_

Reason for absence:

Please attach any evidence you have that you believe may deem the leave of absence as exceptional circumstances.

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

Parent/Carer Name (please print) \_\_\_\_\_

Permission Granted/Withheld \_\_\_\_\_ Attendance Team

Reason \_\_\_\_\_