



LincolnCarlton · ACADEMY ·

LEAVE OF ABSENCE FORM

Please complete one form for each child.

In the 2013 amendments to the DFE regulations, guidance now states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a leave of absence is deemed unauthorised, you may face a Fixed Penalty fine from Lincolnshire County Council.

I am requesting a Leave of Absence for my child.

Child's Name _____

Child's Class _____

Date of Birth _____

Dates your 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.

Signature of Parent/Carer _____ Date: _____



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Headteacher Decision

I do/do not give permission for your child to have this Leave of Absence because:

This means that the Leave of Absence will be marked as unauthorised/authorised/partially authorised.

Signed: _____ Mrs A Melhuish (Headteacher)

Date: _____