

## Bury C of E Primary School - Leave of Absence Application Form

<b>Child/ren's Name(s) and DOB:</b>			
<b>Class(es):</b>			
<b>Main Parent(s)/Carer(s)</b>			
<b>Surname:</b>		<b>Surname:</b>	
<b>First Name:</b>		<b>First Name:</b>	
<b>Telephone contact number(s):</b>			
<b>Siblings attending different schools (please specify school, child's name and year group):</b>			
<b>Parent/Carer 2 (Please complete if parents live separately)</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Address and Postcode:</b>			
<b>Telephone contact number:</b>			

<b>Start date of absence:</b>			
<b>Date of return to school:</b>			
<b>Destination:</b>			
<b>Exceptional / unavoidable circumstance resulting in this request for absence, <u>WITH EVIDENCE</u>:</b>			

I/We understand that if permission for this leave is not granted but the child is absent, or no authorisation is sought, this may result in a Penalty Notice fine ranging from £60 to £120 per parent per child. For more information on Penalty Notices please see the Cambridgeshire County Council's website page on school attendance, Penalty Notice Code of Conduct.

Please note that the school day is divided into two sessions i.e. a request for one day's leave will be recorded as two sessions.

**(All parents/carers to sign where appropriate)**

<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	

To be completed by the school:

<b>Total number of days requested:</b>			
<b>Leave of absence AUTHORISED / UNAUTHORISED for the following reason/s:</b>			
<b>Signed (Headteacher):</b>		<b>Date:</b>	