



Leave of Absence Request Form

This form should be complete and submitted to the Headteacher, via the School office or via email at admin@ludworth.stockport.sch.uk, within at least three weeks of the start of the proposed leave of absence, unless in exceptional circumstances.

A separate form should be completed for each child that a leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £160 per parent per child or prosecution.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted, save in the most exceptional circumstances.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	
Please continue overleaf, if necessary	

Signed: _____ Dated: _____

FOR OFFICE USE ONLY:

Date Received: _____

Number of days already taken: _____ Percentage of attendance to date: _____

Decision: Approved Denied Partly Approved

Date decision made: _____ Signed: _____