



LEAVE REQUEST FORM

Child's name: Class: Date of Birth:

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Address:

.....

Reason for Absence /If travelling abroad Copies of Flight details required*
(Please email to absence@elsley.brent.sch.uk prior to travel)

.....

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From: **To:** **Total no. of school days:**

Policy on Leave of Absence (2024/2025)

Parents are strongly discouraged from taking their children out of school for long periods of time.

- *Family holidays or trips abroad must be taken in the school holidays*
- *LEAVE FOR HOLIDAYS WILL NOT BE AUTHORISED*
- *The Headteacher can ONLY authorise absence, in exceptional circumstances. In such cases, parents should submit a 'Leave of Absence Request Form' in advance and only make bookings if leave is granted.*
- *Whether to grant leave is at the discretion of the Headteacher. There is no right for a parent to appeal a decision.*

Please be aware that if you take your child out of school and the leave is not authorised a referral will be made to Brent Education Welfare Service. This may result in you receiving a Formal Warning or an Education

Penalty Notice. Education Penalty Notices are issued to both parents for each child taken out school. Fines are £80 if paid within 21 days and £160 if paid within 28 days. Failure to pay the fine may result in parents being prosecuted in court for their child's unauthorised absence.

Name of Parent/s:

Telephone:

Email :(please supply an email address)

Signature of Parent/s: **Date**

Permission has/ has NOT been granted for Leave of Absence

from to Total number of days authorised ...

School year.....Attendance rate.....Previous leave taken.....

Copies of Flight details - YES/NO

Signature of Headteacher **Date**