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| Organisation Logo (Suffolk County Council)  **LAKENHEATH COMMUNITY PRIMARY SCHOOL** |
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| APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL |
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| **EDUCATION (PUPIL REGISTRATION) REGULATIONS 2006**  The Edcuation (Pupil Registration) Regulations 2006 provide for leave of absence to be granted to a pupil during term time to enable him/her to go away on holiday, at the Headteacher’s discretion.  This form requesting Leave of Absence should be completed by the parent and forwarded, before the period of absence, to the Headteacher of the school attended by the child.  Only the school can grant leave of absence. Permission for holidays in term time or for an absence will be granted only in exceptional circumstances.  **A Penalty notice fine will be served by the LA after there have been 10 sessions(half days) of unauthorised absence, as per the school’s Attendance Policy.** |
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| Full name of child(ren) and class(es): Click or tap here to enter text.  First day of absence: Click or tap here to enter text.  Date returning to school: Click or tap here to enter text.  Reason for application: Click or tap here to enter text.  Signature of parent(s)/carer: Click or tap here to enter text. Date: Click or tap here to enter text. |
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| *Office use only: Copy taken:* |
| Permission has been/not been granted for this absence from school.  Comments:  Number of sessions absent:  Will this absence result in a Penalty Notice? Yes/No  Signed: Date: |