

Monkseaton High School

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Student Name: _____ Tutor Group: _____

Home Address: _____

First Day of Absence: _____ Date of Return to school: _____

Number of Days Missed: _____

Reason for Absence: _____

Monkseaton High School **will not** authorise holidays during term time therefore any holiday taken **will** receive a Penalty Notice from the Local Authority.

I understand that if the absence request is unauthorised the Local Authority will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application: _____

Signed: _____ Date: _____

Please ensure you are giving at least 14 days' notice of the proposed absence. Please return form to attendance officer. This next section is to be completed by the school.

Student Name: _____ Tutor Group: _____

Request for absence has been authorised for the following dates:

From ___/___/___ to ___/___/___

Your request for a leave of absence during term time has not been authorised because:

NB if you proceed with the holiday this may result in a Penalty Notice being issued

Signed _____ (Headteacher) Date _____