



LEEK COUNTY FIRST SCHOOL



East Street, Leek, Staffordshire, ST13 6LF

Telephone: (01538) 483200

Head Teacher: Mr K Allbutt

Leave of Absence Request Form

This form should be completed and submitted at least four weeks before the start of the proposed leave of absence. Separate forms should be completed for each child if more than one.

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 up to £120.00 per parent per child.

Parents are also reminded that Leave of Absence for the purpose of holidays in term time can no longer be granted; except in the most exceptional circumstances.

Name of Child:	
Registration Group:	
Are there siblings in a local school(s):	Yes / No
Please state school(s):	
Name of sibling(s):	
Name of parent / carer making request:	
Address:	
Telephone number(s):	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	

Please turn over to continue

Reasons for request:

Signed Date

Name

Please return this completed form to the school office.

Office use					
Authorised		Updated Sims		Date	
Unauthorised		Updated Log		Signed	