



Charlton Kings Infant School



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483 email: secretary@ckis.org.uk

REQUEST FOR A LEAVE OF ABSENCE DURING TERM TIME

PUPIL NAME		CLASS	
PUPIL ADDRESS			
Date of first day of absence		Date of return to school	
Number of school days that your child will be absent from school			

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to register them with the Local Authority as a 'Child Missing Education'.

Please detail the exceptional circumstance for which you are requesting leave of absence. Details regarding Authorised/Unauthorised absences and exceptional circumstances can be found in our Attendance policy on the school website:

<https://www.ckis.org.uk/policies>

I understand that if the absence request is not authorised and the leave is taken, the Head teacher may request that the Local Authority issue a Fixed Penalty Notice. 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 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer(s) making application:					
Title		Forename		Surname	
Address					
Signed			Date		
Title		Forename		Surname	
Address					
Signed			Date		

Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised.

For school to complete and copy retained: **AUTHORISED** **UNAUTHORISED** (please circle)



Charlton Kings Infant School



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483 email: secretary@ckis.org.uk

REQUEST FOR A LEAVE OF ABSENCE DURING TERM TIME – SCHOOL RESPONSE

This response must be sent to each parent and a copy retained by the school.

Dear			
Child's Name		Child's Class	

Your request for absence on the following dates: ___/___/___ to ___/___/___
(totalling _____ days)) has been considered and has been:

<input type="checkbox"/>	AUTHORISED	<input type="checkbox"/>	UNAUTHORISED
--------------------------	------------	--------------------------	--------------

- A) Your child's attendance is currently _____
- B) The request **DOES** / **DOES NOT** 'meet the criteria for exceptional circumstances'.

Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Signed: _____ (Head teacher)

Print Name: _____ Date: ___/___/___