



Tel: 01594 842789 Fax: 01594 842541 Email: admin@severnbanks.gloucs.sch.uk

LEAVE OF ABSENCE REQUEST FORM

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. As a consequence of this, there is a risk of underachievement, which together we must seek to avoid.

TIME OFF SCHOOL FOR A FAMILY HOLIDAY IS NOT A RIGHT

Severnbanks School's expectation is that every child should attend school every school day.

I would like to take my son/daughter _____ out of school from _____
to _____ returning to school on _____. The reason this must be in term
time is because _____

I understand that if my/our request for leave from school is granted, it will count as an authorised absence and will be included in my/our child's attendance figure.

Signed _____ Date _____

Relationship to child _____

Re: _____ (child's name)

Further to your request your leave of absence:

☐ **Leave of absence authorised** between _____ and _____

Please ensure your child returns to school promptly following this leave, as failure to do so can result in their removal from the school roll.

☐ **Leave of absence refused..** Any absence from school between _____ and _____

will be marked as unauthorised and may be referred to the Education Welfare Service who may issue a Penalty Notice of initially £60 per parent per child and this will be increased if not paid within a stipulated Period (Section 444(A) of the Education Act 1996).

Signed _____ (Headteacher) Date _____

Severnbanks Primary School, a charitable company and limited company registered in England and Wales under the company number 8322813, registered office
Naas Lane, Lydney, Glos GL15 5AU

