



**Mowmacre Hill**  
Primary School

## Parental/Carer request for leave of absence

It is my/our intention to take my child/children (name)

\_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

On the following dates; first day absent from school \_\_\_\_\_  
return to school date \_\_\_\_\_

Total number of school days missed \_\_\_\_\_

The reason for this request is;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of both Parent(s)/ Carer(s)

\_\_\_\_\_  
\_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### IMPORTANT INFORMATION

New Government Guidelines, which came into effect on 1<sup>st</sup> September 2013, now prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday does not fall under this category. If your request is for the purpose of a family holiday your child/children's absence will be recorded as unauthorised. On your return from holiday, Leicestershire City Council will be advised, and will be requested to issue Penalty Notices in line with their policy to fine parents/carers.