

Appendix 2

Leave of Absence Response
<p>Principal decision Decline / Approve</p> <p>Phone call made Yes / No</p> <p>Name of person who made the call</p> <p>Letter of decline sent Yes / No</p> <p>Letter of approval sent Yes / No</p> <p>Letter of part approval sent Yes / No</p>
<p>Reason for Approval</p>
<p>Principal Signature</p> <p>Date</p>



Leave of Absence Request Form

This form should be completed and submitted to your child's College Administrator at least three weeks before the start of the proposed leave of absence. Separate forms should be completed for each child.

Leave of absence for the purpose of holidays in term time can no longer be granted except in most exceptional circumstances.

Parents and carers are reminded that leave of absence taken without permission, or not returning on the stated date, may result in the issuing of an education penalty fine by the Local Authority of £60 (rising to £120) per parent per child or prosecution in the magistrates' court.

Name of child:	
Form and College	
Name and address of the parent /carer(s) the student resides with.	
Name and address of the parent/carer(s) who is accompanying the student on the leave of absence if different to above.	
Telephone number: Email:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Place of Destination	
Contact name and number of someone who is not travelling with you in case of emergency.	
Reasons for request: <i>(Please state why you consider there are exceptional circumstances)</i>	
Signatures of parent/carer(s) student resides with	
Date	
Signatures of parent/carer(s) who the student will be accompanying if different to above	
Date	