Heronsgate School

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME 2025-26

Applications can only be made for EXTREME CRCUMSTANCES that are unavoidable. Please see our attendance policy for clarification on the process around requesting absence. **I understand that taking an absence that is unauthorised can result in a fixed term penalty fine of £80.00 per child, per parent, rising to £160 if not paid within 21 days.**

Name of Child(ren) for whom you are applying for the LOA:	DOB	Years/Months	Class

Dates (inclusive for which leave of absence is being applied for)

From:	To:	Total number of school days child)ren) will be absent:

How many school days do you require the pupil(s) to have leave of absence for?	Destination

On which date will the pupil(s) return to school?

Please use the space below to justify the 'exceptional circumstances' for which the leave of absence is being requested (Use overleaf if necessary).

If the leave of request is to return to your home country, please give an address in your home country and contact number where you can be reached on.

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Address and contact number where you can be reached on whilst on holiday: Contact Number:	Notes from discussion about the leave request:
The school will consider these points before authorising leave: • Your child's previous attendance history, which currently stands at _____% • Your child's stage of education and ability to catch up on missed schooling • The time of year (Assessments) • The nature of the request (e.g. exceptional circumstances)	

You are also required to provide copies of evidence to support your justification of 'exceptional circumstances'.

Please state below the evidence you have attached:

Further evidence required: Yes /No

If your child has a medical/dental appointment, please can you provide evidence of the appointment:

Full name of parent(s) making the application and who will be responsible for the pupil whilst they are absent from school	Parental signature	Date
1.	1.	1.
2.	2.	2.

For office use only

Decision	Code for register	Code
Unauthorised Or Authorised	G – Holiday not authorised O – Unauthorised absence C – Other authorised circumstances	