



Monkwood Primary School
 Estate Road
 Rawmarsh
 Rotherham
 S62 7JD

Tel: (01709) 710310
 Head of School: Ms K Sherburn

Leave of Absence Request Form

I wish to apply for my child to take leave of absence during term time. Please identify below:

If you have a child at another Rotherham School, please also identify these below:

Name of Child(ren)	Form/Year Group/Class	School
.....
.....
.....
.....

Destination

Leave of Absence Dates

Start date: ___/___/___ End Date: ___/___/___ Number of school days missed _____

Reason for requesting Leave of Absence at this time*.

***A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.**

(Please turn Over)



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Full name, address and date of birth of Parents(s)/Carer(s) applying for Leave of Absence

Parent/Carer (1) Name _____ Date of Birth: _____

Address: _____

Signed: _____ Parent/Carer (1)

Parent/Carer (2) Name _____ Date of Birth: _____

Address: _____

Signed: _____ Parent/Carer (2)

Date of Application _____

If you go ahead, or have already taken leave of absence when unauthorised, you will receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 day rising to £120 per parent per child if paid within 28 days.

FOR SCHOOL USE ONLY

Date received

% Attendance

Attendance Action:

.....
.....
.....
.....

Date:
