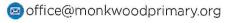


MONKWOOD PRIMARY SCHOOL

Estate Road, Rawmarsh, Rotherham, S62 7JD

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HEADTEACHER: 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:

Child's Name	Class
Holiday Destination	
Leave of Absence Dates	
From: To: N	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.





MONKWOOD PRIMARY SCHOOL

Estate Road, Rawmarsh, Rotherham, S62 7JD

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HEADTEACHER: Ms K Sherburn

Absence
Parent/Carer (1) Name :
Date of Birth :
Address:
Signed :Parent/Carer (1)
Parent/Carer (1) Name :
Date of Birth :
Address:
Signed :Parent/Carer (1)
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
Current AttendanceAttendance Action:
Date Letter Sent Bromcom updated
Referred for FPN Yes / No



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