



MONKWOOD PRIMARY SCHOOL

Estate Road, Rawmarsh, Rotherham, S62 7JD

☎ 01709 710310

✉ office@monkwoodprimary.org

🌐 monkwoodprimary.org

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:..... Number of school days missed :.....

Reason for requesting Leave of Absence at this time*.

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





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Full name, address and date of birth of Parents/Carers applying for Leave of 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

