

Lostock Gralam Church of England Primary School

Cherish every child that they may love God, serve others and enjoy "life in all its fullness" (John 10:10)

Leave of Absence in Term Time

This form should be submitted to school **PRIOR** to a holiday being booked.

Name of child		Class	
Reason for taking child out of school in term time.			
First day of absence	Day	Month	Total number of school days to be missed
Return to School	Day	Month	
Signed Parent/Carer Date			

.....

FOR OFFICE USE ONLY			
<i>Date request submitted:</i>			
<i>Name of Child/ren:</i>			
<i>Previous leave of absence taken in term time</i>			
AUTHORISED / UNAUTHORISED			
<i>Reason (if authorised)</i>			
<i>Signed (Headteacher)</i>		<i>Date</i>	
<i>Letter sent to parents/carers</i>	<i>Date:</i>	<i>On SIMS</i>	<i>Date:</i>
<i>Fixed Penalty Notice Checklist completed</i>	<i>Date:</i>	<i>Information sent to LA</i>	<i>Date:</i>