



Head Teacher Mr Paul Brockless
Deputy Head Mr Martin Lees Assistant Head Mrs Bina Mistry
Stonebow Primary School Stonebow Close Loughborough LE11 4ZH
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LEAVE OF ABSENCE APPLICATION FORM

NAME OF CHILD DOB
START DATE END DATE
(First day absent from school) (Last day absent from school)
NO OF SCHOOL DAYS BEING TAKEN DATE OF APPLICATION
PARENT(S) NAME(S)

1. What are the reasons for your child's leave of absence? (Please provide full details for this request)

Please note, under the Government's new guidelines, it is at the Headteacher's discretion as to whether this request is accepted or declined. This depends on whether the request meets criteria for exceptional circumstances. Parents taking their child out of school where the request has been declined leave themselves at risk of a penalty notice and/or prosecution. Your child may also be removed from the school roll and you will have to re-apply to the Local Authority for a place.

Parent's Signature Date

OFFICE USE

Accepted Declined Date

Headteacher

