



**BEWSEY LODGE
ACADEMY**
THIS IS OUR PLACE



Part of
Emmanuel
Diocese of Liverpool
Academies Trust

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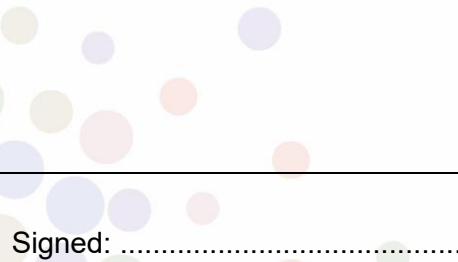
Executive Headteacher: Mrs E. Williams

Leave of Absence Request Form

Following new national rules by the Government, from September 2024, a leave of absence for the purpose of holidays in term-time cannot be authorised.

Parents and carers are reminded that any unauthorised leave of absence can result in the issuing of a fixed penalty notice by the Local Authority of up to £160 per parent when a child has missed 5 or more school days for an unauthorised absence within a 10-week period.

Please complete separate forms for each child.

<i>Date of request:</i>	
<i>Name of child:</i>	
<i>Class:</i>	
<i>Name of parent:</i>	
<i>Contact number:</i>	
<i>First date of absence:</i>	
<i>Last date of absence:</i>	
<i>Total number of school days absent:</i>	
<i>Reason for request:</i>	
	
Signed: Date:	

✂

To be returned to parent.

Leave of Absence Request Form

Child's Name: _____ Class _____

Thank you for your absence request from _____ to _____

Permission is authorised / unauthorised

Signed: _____ (Head Teacher) Date: _____