



**HURST HILL PRIMARY**



**HALES VALLEY TRUST**

**HURST HILL PRIMARY SCHOOL LEAVE OF ABSENCE REQUEST FORM**

Form to be returned to the school office with a minimum of 15 days' notice.

***Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.***

Name of pupil: ..... Class: .....

Date of birth: .....

Address: .....

Leave of absence from (date): .....to (date): .....

Number of school days that your child/children will be absent from school: .....

Please detail below the **exceptional circumstance** why you are requesting to take your child /children out of school. You **may** be invited into school to discuss your request with a **senior member of staff**.

**(Please attach your supporting evidence)**

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Name of parent/s or primary carer with parental responsibility (PR) for this child:

.....

Signature of Parent or primary carer with PR: ..... Date: .....

***Leave of absence which has not been agreed will be marked as unauthorised. This may be referred to Dudley Council Education Investigation Service for issuing a Fixed Penalty Notice of up to £120.00 per parent, per child.***

