



National  
Autistic  
Society



Robert  
Ogden  
School

## SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school with a minimum of one weeks notice

**Please note:** if you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. This will be £60 per parent if paid within 21 days, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

Name of Pupil: .....	Class: ...
Date of Birth: .....	
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Date of Birth: .....	
Please detail the <b>exceptional circumstances</b> why you are requesting to take your child out of school. (please attach your supporting evidence if applicable)	
.....	
Address: .....	
.....	Contact No: .....
Leave of absence from (date): ... To (date): .....	
Number of school days your child will be absent from school .....	
Signature: .....	Date: .....
Name of Parent/Carer 1: .....	DOB: .....
Signature: .....	Date: ...
Name of Parent/Carer 2: .....	DOB: ...

### SCHOOL USE ONLY:

Previous requests for leave of absence

YES/NO

Date received: .....

% Attendance: .....

Date of meeting/phone call with parents (if applicable): .....

Principal Response:	Authorised/Unauthorised
Signature.....	Date.....