



Carshalton Boys Sports College

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APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Tutor Group

Home Address

.....
.....

First date of absence

Date of return to school

Reasons for absence are as follows:

.....
.....

I understand that if the request is unauthorised Sutton Local Authority will be notified of the absence taken and a Penalty Notice could be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £160 which is to be paid within 28 days. If paid within 21 days it reduces to £80. If a second Penalty notice is issued it will be at the flat rate of £160 with no reduction. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer making application

.....

Signed

(Please ensure you are giving at least 14 days' notice of the proposed absence)

Any holiday abroad absence requests must be accompanied by proof of flight details

AUTHORISED: Your request has been authorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request has been unauthorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___

Safeguarding the rights of others is the most noble and beautiful end of a human being. Khalil Gibran

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