



Moss Hall Schools Federation

Moss Hall Junior School: Nether Street, Finchley, London N3 1NR
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 Executive Headteacher: Jen Brodtkin

Application for Special Leave of Absence

Parents and Carers should refer to the school's attendance policy before requesting special leave of absence during term time. **Please ensure you give two weeks' notice for any leave request.**

By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Head of School. You must provide relevant information and not make travel or other plans before receiving permission. If your request is not agreed, your child must attend school or you may be liable to a fixed penalty notice. In some circumstances, you may be jeopardising your child's place at the school.

If your child's attendance is under 90% then all leave will be unauthorised.

No family holidays taken or applied for during term time will be authorised

If the school approves your request for special leave, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time classified as unauthorised leave. Under the Education (Penalty Notices) (England) Regulations 2007, as amended, the Local Education Authority has the power to issue Fixed-penalty Notices of £80, (rising to £160 if not paid within 21 days), where parents fail to ensure school attendance or take children on holiday without authorisation from the Head of School.

Dear Parent/Carer

Please fill this form if you wish to apply for Special Leave of Absence for your child during term time

Child's Name and Surname:	Class
My Child does/does not (<i>delete as necessary</i>) have a sibling in another Barnet School	
Name of Sibling:	School:
I request that my child be granted Special Leave of Absence.	
From (Date)	To (Date)
Reason	
My child will access education during the visit	Specify:
Name of Parent/Carer	Contact number:
Date:	
For completion by the office:	
Permission:	
Reason for decision:	
Exec HT/DHT/AHT	
Present:	Unauthorised Absent:
	Authorised Absent: