



Ewanrigg Junior School

Ennerdale Road
MARYPORT
Cumbria
CA15 8HN

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Leave of absence/ Holiday request

Pupil NameClass

Date of first day of absenceam or pm

Date of return to schoolam or pm

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may 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 £60 if paid within 21 days and £120 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application .

Dr/Mr/Mrs/ Ms Forename..... Surname

Dr/Mr/Mrs/ Ms Forename..... Surname

Signed Dated

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete: ☐ AUTHORISED

☐ UNAUTHORISED

Their attendance is currently:.....

The request **does/does not** meet the criteria for 'exceptional circumstances'

Be All You Can Be!

Headteacher : Shelley McGlasson