Home/School Leave of Absence Contract

School logo

*(For authorised leave of absence only - delete)*

# This contract is an agreement between

The Parents/Carer of …………………………………………………….and the school.

We have agreed that …………………………………..…. will be absent from school

from (date)………………………………to (date)……………………………………….

The absence is due to exceptional circumstances and needs to take place at this time because …………………………………………………………………………………

………………………………………………………………………………………………….

He/she will return to school on or before ………………………………………………….

The address he/she will be staying at whilst on leave is ………………........................

………………………………………………………………………………………………….

The email address we can be contacted at is……………………………………………..

The phone number we can be contacted on is…………………………………………….

It is understood that if he/she does not return by the agreed date:

* the Local Authority may take legal action/issue a Penalty Notice to each parent for each absent child;
* he/she may be reported to the Local Authority as a missing child and/or removed from the school register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Parent’s/Carer’s signature: …………………………………………………

Head teacher’s signature: ………………………………………………….

Date: ………………………………………………………………………….