



# Merrydale Junior School

**Be the Best you can Be!**



Headteacher: Antony Corbett

Deputy Head: Louise Saunders

This form must be completed before the Headteacher can consider your application for absence. Please complete ALL sections of the form and attach evidence of travel and/or accommodation.

- On receipt of the completed form the Headteacher will consider your request, and you will be notified of the decision made.

**To the Headteacher of Merrydale Junior School**

I wish to apply for:

Name of child: ..... Class .....

First day of absence .....

Last day of absence .....

Reason for request:

.....

.....

.....

.....

.....

Country travelling to .....

Contact number whilst away .....

Travel documents attached: YES/NO

I understand that:

- The law allows for absence to be granted only in exceptional circumstances.
- A fixed penalty notice may be issued by the Educational Welfare Service for unauthorised absence. A Penalty Notice of £160 per parent, per child (discounted to £80 if paid within 21 days), or your case may be referred by the local authority directly to the Magistrates' Court.
- Extended absence may result in your child losing their school place.

Signed (parent/carer):..... Date:.....

Authorised

Unauthorised

Signed Headteacher: ..... Date: .....



Merrydale Junior School  
Tel: 0116 2767708

**Healthy School**

office@dsatmerrydale.org

Claydon Road, Leicester, LE5 0PL  
Fax: 0116 2762820

www.merrydalejuniors.com

