



**Tickford Park Primary School**

Avon Close

Newport Pagnell

Buckinghamshire

MK16 9DH

### **Application for Leave of Absence**

Parents are asked not to seek approval for term time leave unless there are exceptional circumstances. All holidays during term time are unauthorised and could be subject to a Fixed Penalty Notice (FPN) of up to £60. Please note that any absence is at the Headteacher's discretion and a reason must be given for any absence requested.

This form should be returned to the school office not less than two weeks prior to the period of absence required.

I request that \_\_\_\_\_ (name of child) of class \_\_\_\_\_  
be granted leave of absence from **TICKFORD PARK PRIMARY SCHOOL**  
from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates).

Reason for absence including exceptional circumstances: (please continue overleaf if necessary)

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian - Please sign and print name)

-----  
**FOR OFFICE USE ONLY**

Attendance tracking information: \_\_\_\_\_

Any other requests for leave over time at school: \_\_\_\_\_

Due to exceptional circumstances your leave has been Authorised

Sorry your request has been refused and is Unauthorised

Signed: \_\_\_\_\_

**S Ahmad (Mrs)**  
**Headteacher**

Dated: \_\_\_\_\_

Head Teacher:

Mrs Sally Ahmad BA Ed.

Email: [office@tickfordpark.milton-keynes.sch.uk](mailto:office@tickfordpark.milton-keynes.sch.uk)

Tel: 01908 610431

Fax: 01908 617094

[www.tickfordpark.org.uk](http://www.tickfordpark.org.uk)