

Application for Leave of Absence during term time

Before you complete this form, please note the following:

Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence.

Written travel documentation and accommodation details must be supplied before a request can be considered.

Our school will consider taking further action for unauthorised absence and to address poor attendance.

This section to be completed by parent/carer(s):

Name of pupil: _____ Class: _____

First date of proposed absence: _____ Last day of proposed absence: _____

Expected return date to school: _____

Reason for proposed absence:

I understand that if my request is not granted, and my child is absent during the requested period, the absence will be recorded as unauthorised and further action may be taken.

Signed by parent/carer: _____ Parent/carer name: _____

Date: _____ Please return this form to the school office as soon as possible.

OFFICE USE ONLY – Leave of absence response form (to be returned to parent/carer(s))

Name of pupil: _____ Class: _____

First date of proposed absence: _____ Last day of proposed absence: _____

Expected return date to school: _____ Absence authorised: Yes / No

Further action: Yes / No Please note, we monitor all children's attendance and may take further action in the future if your child's attendance causes concern.

Signed: _____ Date: _____