



**HOLIDAY/LEAVE OF ABSENCE REQUEST APPLICATION FROM SCHOOL DURING TERM TIME**

**Name of Pupil:** .....

**Tutor Group / Residential House:** .....

**Home Address:** .....

**I would like to request permission for my child to be absent from school during the following dates:**

.....

**Date of last attendance at school:** .....

**Date of return to School:** .....

**Number of school days missed from School:** .....

**Reasons for absence from school:**

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.....  
.....  
.....  
.....

**Please consider the above request for my child to receive an authorised absence from school during the time and reason for the absence.**

**I understand that if this is not agreed then any absence will be treated as unauthorised.**

**Name of Parent/Carer:** .....

**Signed:** .....

**Date:** .....

**PLEASE RETURN COMPLETED APPLICATION FORM GIVING AT LEAST 4 WEEKS NOTICE.**

**PARENTS AND CARERS ARE REMINDED THAT LEAVE OF ABSENCE TAKEN FROM SCHOOL WITHOUT PERMISSION MAY RESULT IN THE ISSUING OF FIXED PENALTY FINES BY THE LOCAL AUTHORITY.**



PARENTS ARE ALSO REMINDED THAT LEAVE OF ABSENCE FOR THE PURPOSE OF HOLIDAYS IN TERM TIME CAN NOT BE AN AUTHORISED ABSENCE UNLESS IN EXCEPTIONAL CIRCUMSTANCES THEN THE SCHOOL WOULD REGISTER ABSENCE WITH A RELEVANT CODE.

**FOR SCHOOL USE ONLY:**

<b>Date of Application received:</b>	
<b>Attendance to Date: %</b>	

<b>Reason for Granting/ Not Granting Authorised Absence:</b>	
<b>Signature of Headteacher:</b>	<b>Date:</b>

**\* A letter will be sent to parents in response to their request of leave of absence for their child's.**