

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

I wish to apply for my child/ren to be absent from school.

Name of child/ren: Class:

Home Address:
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.....

Unavoidable reason for absence;
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- Please request authorisation prior to making any arrangements or bookings.
- Applications must be with the school at least 4 weeks before the absence and a reply will be sent within 5 days.
- Please note that any applications for leave of absence will not be considered unless there are exceptional circumstances and a detailed written reason given.
- You may also wish to contact the school prior to handing in this form to discuss.
- School will take seriously any absences for holidays disguised as illness. For any absence requested by an outside organisation (e.g. an approved sporting or other activity), please attach a letter addressed to the Headteacher from the organisation, requesting permission for leave with reasons and dates.

First day of absence..... Last day of absence:
Total number of school days missed through absence:

I understand that if the request is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Guardian making application:

Parent/Guardian signature: Date

For school use; Authorised / Unauthorised

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

Reason/comment: