

REQUEST FOR LEAVE OF ABSENCE

(To be completed by the parent with whom the child normally resides)



If you wish to apply for a leave of absence for your child, please complete this form and return it for the attention of the Headteacher at least 10 school days prior to the intended date of absence.

As of September 2013 the Headteacher can no longer legally authorise any holiday during term time. Leave in term time will not be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. "Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm." (DfE 'School Attendance 2016').

Please complete all shaded boxes on this form

Name of Child(ren)	Year Group(s)

Name of Parent(s)/Carer(s)

First Date of Absence	Last Date of Absence	Total No.of school days missed

Please indicate the reasons for this absence. Please provide information regarding the exceptional circumstances and any supporting documentation for this application.

THIS ABSENCE REQUEST IS:		
AUTHORISED	UNAUTHORISED	SUBJECT TO FURTHER INFORMATION

HEADTEACHER SIGNATURE	DATE

If you still decide to take your child out of school when the request has been unauthorised then the absence will be treated as unauthorised.