



Request for Pupil's Leave of Absence

Name of Student:	Class:
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Request period of absence from _____ to _____ inclusive (insert dates).

Total number of school days missed will be _____

The above absence is requested in order to:

The reason why this must be taken during term time rather than in school holiday time is:

Do you have a child at another school who will also be requesting this leave? YES / NO (please circle)

Name(s): _____ School(s): _____

I understand that any decision will be made after consideration of the Local Authority's criteria for authorizing term time absence, the impact it will have upon the children's education and their previous attendance record.

Name of Parent / Carer (please print) _____

Signature: _____ Date: _____



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Permission is / is not given for _____ to be absent from school

From: _____ to _____

Signed: _____ (Headteacher)

Date: _____

If you would like to receive a copy of the school's Attendance Policy and Guide to Parents, please ask the school office. (Telephone: 01284 754065).