

Leave of Absence Request



Holidays taken during term time will not be authorised. A holiday is any absence that has the primary purpose of recreation.

Headteachers are not permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances.

If a parent thinks that their leave of absence request is due to exceptional circumstances, they should contact school without delay and before arrangements are entered into or money is committed.

Name of child(ren):	
Class(es):	
Form completed by, including relationship to child:	

Parent/Guardian Information

Parent/Guardian (1)		Parent/Guardian (2)	
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Leave of Absence Request Information

Proposed Date From:	
Proposed Date To:	
Child(ren) to return to school on this date:	
Total number of days absent:	

Reason for proposed leave of absence:

Signed:		Date:	
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Please return this form to the office for the attention of the head teacher.

School to complete:

Attendance (Previous Year):	
Attendance (Current Year):	
Approved	Not approved
Completed by:	
Date:	

Reason: