



Our aim is to create a happy school where every member feels valued and able to achieve personal excellence.

Application for Leave of Absence for a school pupil

Important information for parents/carers

Government regulations now state that schools may not grant leave of absence during term time unless there are exceptional circumstances.

- Request for leave should be submitted to the school **no less than 2 weeks** prior to the start of the absence.
- Authorisation during SATs and the first term of any new school placement is **not likely** to be granted.

I wish to apply for leave of absence from school to be granted to:

Name of child:Form Group:

Siblings at another school Yes ☐ No ☐

Name of school, siblings attend:

Date of proposed absence: From: To:

Reason/exceptional circumstances for proposed absence:

.....

.....

Total days requested in this application:

Total days taken previously this academic year:

Signature of parent/carers: Date:

Print Name:

For School Use

Timetable checked?

Previous holiday checked? ☐

Current attendance%

Authorised? Yes/No

Date: