



**LEAVE OF ABSENCE REQUEST**

**Owing to changes in Government Legislation schools are no longer able to authorise absence for family holidays during term time.**

I request permission for the child(ren) named below to have a leave of absence from school.

Name of Child(ren): .....

Class: .....

**Please specify the reason for the absence below:**

Please attach evidence where possible for weddings, sporting activities and special occasions showing the date of the event. If there is no supporting documentation the absence will not be authorised.

Family Holiday (Please specify where and why this must be taken in term time & attach evidence):  
.....

Educational Visit (Please specify where & attach evidence):.....

Sporting Activity (Please specify & attach evidence):.....

Other (Please specify & attach evidence):.....

**Dates:** From..... To: .....

Total days of school to be missed: .....

Email address of parent/carer.....

Signature of Parent/Carer..... Date.....

**COVID-19**

If the reason for your absence request is related to the current national COVID situation, please tick the following questions that apply to you:

Is the parent/carer a key worker and can get no other time off during the school holidays? (**proof is required please of being a key worker and being unable to get time off during school holidays**)

Has the parent/carer had a pre-planned holiday postponed, cancelled or re-arranged due to COVID-19? (**copies of the original booking are required please**)

Has the parent/carer, child or any member of the household been prevented from taking a holiday due to self-isolation? (**proof of self-isolation is required please-NHS text, Track and Trace etc.**)

