



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):
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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.....

For office use only:

Pupil(s) attendance record this year: No. day's absence.....

No. day's holiday.....

Other information:.....

Confirmation: This request has been: Authorised Unauthorised

Headteacher signature:..... Date:.....

Parents contacted by email with decision:

Date:..... Time:..... Comments:.....