



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Absence during term time will only be granted in exceptional circumstances. If you feel your circumstances qualify please complete and return this form to the school **before making any travel arrangements**. Only the school in the context of the law can authorise absence. The Head teacher may wish to meet with you to discuss the exact circumstances of your application. What amounts to “exceptional circumstances” is a matter for the discretion of the Headteacher and will be judged on a case by case basis. Please note that should an application for leave of absence not be granted and the parent takes the child(ren) on holiday this counts as unauthorised absence. If this absence amounts to 4 ½ days or more a Fixed Penalty Notice may be issued.

If you have more than one child, please complete one form per child.

Pupil's name:		Date of Birth:	
Class:		Number of school days missed:	
First date of absence:		Date of Return to school:	
Exceptional reason for absence:			
Name of parent/carer:			
Home telephone number:		Mobile telephone number:	
Signature of parent:			

For School use only			
Date received;		Number of previous applications	
Current attendance:			
Absence Authorised or Unauthorised			
Signature:			
Explanation of decision including request for a meeting if necessary.			

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