



APPLICATION FOR LEAVE OF ABSENCE

What is the purpose of this form?

As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time. The completed form should be submitted to the Headteacher at least 3 weeks before the start of the requested absence (except in the case of funerals).

Will permission be granted and will the absence be authorised?

The Education (Pupil Registration) (England) Regulations 2006, and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 states that "leave of absence should only be granted due to the special circumstances relating to that application".

Name of child..... Class

(one child per form please)

Date(s) of absence From..... To

I request leave of absence for the reason shown below:

SignedParent/Carer Date.....

Office use only	
No. of days authorised absence this academic year	Level :
No. of days illness this academic year	Authorised absence granted / declined
No. of days unauthorised absence this academic year	Code :



Name of child..... Class

Date(s) of absence From..... To

Your request for authorised absence has been granted / declined

Signed Date