



Request for leave of absence during term time

This should be completed before booking any travel arrangements

To be completed by the Parent / Guardian

All questions must be answered

Pupil's name _____ Class _____

Date of application _____

Leave of absence requested: From _____ To _____

Total number of days requested _____

Reason for application (give full details) _____

Why can this absence not be taken during the school holiday period? _____

How have you explained this absence to your child? _____

Generally, a school day has 6 lessons. Calculate how many lessons your child will miss during this absence:

Children have a right to education. How will this missed learning be covered during or after the absence

period (eg: home support; providing a tutor)? _____

I have read the schools leave of absence policy document (please see reverse)

Signed _____ Name _____

FOR SCHOOLS USE ONLY

Current attendance (must be at least 97%) _____ Number of term days requested _____

If the child has had previous term time leave, please state dates and number of days taken:

Decision made: **Leave agreed / Not agreed**

Signed _____ (Headteacher) Date _____

Reasons / Comments _____

If leave is to be authorised, the following must be completed:

Travelling abroad: Yes / No Return date _____

Proof of return date: Tickets / Email / Other If other, please list: _____