



Application for Leave of Absence request form

Please note: It is strongly advised that you should not take your child out of school for family holidays during term time.

Name of School: _____

Proposed Dates of Absence From : _____ To : _____

I request permission from the School's Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of
Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded as unauthorised absence and the Education Welfare Service will be notified.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

For office use:

Request made 28 days prior to period Yes / No _____ Child's attendance since Sep _____
Is this above 95% Yes/No _____

Academic Year	
No. of sessions (half day) school has been open in year to date	
Total no. of absences to date	

Request - authorised

Request - unauthorised

Headteacher _____ Date _____