

Application for Pupil Leave of Absence

This form is to be used if you wish to apply for a leave of absence before confirming holiday arrangements. Parents do have a legal duty to ensure their child's regular attendance at school. The Head has to consider the reasons for the request, the effect on the child's learning and his/her overall attendance. The Head may authorise leave of absence for up to 10 days in any school year. Upon approval, the form will be returned to the parent or guardian requesting the absence.

Please complete the following form clearly, in BLOCK CAPITALS and return it to School Reception at least one week prior to the absence.

Please note that it is the **pupil's responsibility** to request/collect work from his/her teachers before the absence. Please check whether a Controlled Assessment is scheduled during the period when leave is requested.

I apply for leave of absence for my child.

Parent's/Guardian's Name:

Pupil's Name:

Tutor group:

Requested dates/times for absence: From: To:

Reason for absence:

Work requested: Yes / No

Date by which pupil needs to collect work from teachers:

Have you previously had leave of absence for this child in this school year? Yes / No

If yes, please give details:

Parent's/Guardian's signature:

Head's signature:

Head's comments:

Copies to: