



Application form: pupil's leave of absence

Please read the guidelines on the following page before completing this form

For your request to be considered, this form must be completed and returned to the school office at least two weeks before you plan to leave. All sections must be completed. The form will be returned to you once the headteacher has considered your application.

Please do not book any flights, tickets or accommodation until you have received written confirmation from school that leave has been authorised.

Name of pupil(s):		Class:	
First day of absence:		Date of return:	
Date submitted to school:		Total school days requested:	

Reason for request:	
Destination address:	
Date you plan to travel:	
Date you plan to return:	

The application cannot be considered without all of the above information.

We require details of a point of contact who can notify us of any change in your circumstances that may affect the date of your return, and whom we can contact if your child does not return as expected.

Name of contact:		Tel no:	
Address:		Mobile:	

I have read and understood the information above and the guidelines overleaf.

Signed:		Parent / carer	
Print name:		Date:	

School to complete	Date form received:
Previous absences:	Yes / No — dates and reasons:
Attendance %:	Last academic year: Current:
Leave requested:	Authorised / Not authorised Referral for penalty notice: Yes / No
Signed (headteacher):	Date: