



Leave of Absence during Term Time

Name of Pupil: _____ Class: _____ D.O.B: _____

Address: _____

I wish to apply for leave of absence for my child: _____

From _____ (day) _____ (Month) _____

To _____ (day) _____ (Month) _____

Reason for leave of absence (full details are required for school as to why your child is being taken out of school during term time)

I understand that the granting of leave of absence during term time will be recorded as **UNAUTHORISED** unless there are exceptional circumstances. Where the circumstances are deemed as exceptional the individual request will be considered by the Academy Board.

Parents/Carers will be notified in writing of the Academy Boards decision.

Signed _____ (Parent/Carer of child) Dated _____

Attendance last year% _____ Current year% _____

Late% _____ Late% _____

Head Teachers Comments:

Not deemed exceptional circumstances - UNAUTHORISED

Signature _____ Date _____

It is the legal duty of the Parent/Carer to ensure their child attends school regularly.