



### **Appendix 3 - LEAVE OF ABSENCE REQUEST FORM**

Applications for a leave of absence must be made by the parent/carer with whom the child lives, and should give at least two weeks' notice prior to the start of the leave of absence.

You are strongly advised to obtain permission for leave of absence before making any bookings.

**a) STUDENT NAME: TUTOR GROUP:**

**b) NAME & ADDRESS OF PARENT/CARER:**

*According to the law, headteachers can only grant leave of absence in 'exceptional circumstances'.*

**c) Please explain below why you are requesting absence in term-time:**

**d) Period of leave requested:**

From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusive)

**e) Details or any other holiday request made in the current school year:**

**f) Parent/Carer Declaration:** I understand in making this request that:

- It is against the advice of the school
- I will do all I can to ensure that my child catches up on all work that he/she misses
- My child will miss part of his/her education that cannot be fully replaced **g)**

**Signed:** (Parent/Carer) **Date:** **PLEASE RETURN COMPLETED FORM TO THE**

**SCHOOL OFFICE**



**FOR SCHOOL USE ONLY:**

Current attendance YTD: \_\_\_\_\_ %

|  |                   |  |                       |
|--|-------------------|--|-----------------------|
|  | Request granted   |  | Entered on attendance |
|  | Request granted:  |  | Attendance code       |
|  | Letter/email sent |  | Staff initials        |