

## Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Name of Child(ren)	
Date of Birth	
Year Group	
Date of First Day of Absence	
Date of Return	
Number of Days Requested	
Known Siblings and School(s) attending	

PTO

**Exceptional Circumstances (reason) for Leave of Absence during term time**

I am writing to request the following dates off for the following reasons:

Signed (Parent/Carer): \_\_\_\_\_

Print (Parent/Carer): \_\_\_\_\_

Date: \_\_\_\_\_

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**For school use:**

Attendance:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes  No

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_