

Request for Pupil Leave of Absence From School for Holiday in Exceptional Circumstances

Full name of child(ren)

Address:

Reason for application and dates

Signature of parent(s)/carer(s)

Date:

Office use only attach attendance certificate

Authorised

Unauthorised

Comments

Signed

Date:

The headteacher will consider the following points before authorising leave.

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year (SATS or exams).
5. The nature of the trip (an exceptional experience)

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Return to parents

Permission for holiday in term time response

Authorised

Unauthorised

Name of pupil(s)

Comments

Signed

Position:.....

Date