



APPLICATION FOR LEAVE OF ABSENCE

Name of child (ren): _____

Class or classes: _____

Destination: _____

First date of child's absence: _____

Date child will be back at school: _____

Reason for absence: _____

I understand that I am **NOT** entitled to any leave of absence during term time. I understand that any absence from school will be recorded by the school as unauthorised, unless the Head Teacher has authorised the absence before departure because of **exceptional circumstances**, such as family bereavement. Inability to obtain a standby seat on a return flight, for example, will not be acceptable. Holidays taken during term time cannot be authorised.

I understand that because of the School Attendance Regulations, the Head Teacher will be obliged to remove my child's name from the school roll if s/he does not return to school within ten school days of the date given above. I also understand that it is impossible to guarantee that a place will be available in the school upon return.

I accept responsibility for providing my child's education during the time that s/he is absent from school. The parent/carer is responsible for providing this work, not the school.

Signed: _____ Date: _____

Please print name: _____
(Mother/Father/Registered Carer)

For office use only: Date application received: _____	Signed by Head Teacher: _____
Total number of days requested for absence:	Number of requests for absence 2025/2026 eg: first, second or third
	Copy of attendance summary attached for Head Teacher's review
Number of days authorised by Head Teacher:	Parental condoned truancy: Number of days unauthorised absence:
	On Integris <input style="width: 30px;" type="checkbox"/> In diary <input style="width: 30px;" type="checkbox"/> Parent/Carer informed via Parent Mail <input style="width: 30px;" type="checkbox"/> Teacher(s) informed via Parent Mail message to parent/carer <input style="width: 30px;" type="checkbox"/> School meals / packed register updated <input style="width: 30px;" type="checkbox"/>