



Application for Leave of Absence During Term Time



This form should be completed at least 4 weeks before the requested leave. Please note that leave may not automatically be granted.
A separate form needs to be completed for each child.

Child's full name Class

Period of absence during term time. Total days

Period fromto Inclusive.

Reason for leave of absence during term time

Please state the EXCEPTIONAL circumstances as to why the leave must be in term time.

You may be asked to supply supporting evidence.

Check list for holiday leave. (office to complete)

| Yes | No |
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| | |

No unauthorised absence has been taken.

Attendance is at 95% or above.

The pupil is not included in additional support groups.

Permission for holiday leave has not / has been granted for:-

Name days authorised / unauthorised

T Clarke Executive Principal