



For Office Use Only	
Entered on SIMS	
Reply sent back for parent	

Application for Pupil's Leave of Absence

I request leave of absence for my child:(name): Class:

Date from: Date to: Total days requested:

Purpose:
.....
.....
.....
.....

Signed: Date:

Print Name:..... Parent/Carer (delete as necessary).

This form should be completed by the Parent/Carer and forwarded to the head teacher *at least two weeks in advance of the absence required*. The second part of the form will be returned to you giving the appropriate authorisation. Absences can ONLY be allowed if there are "exceptional circumstances" - to be defined by the Headteacher, and will not include term-time holidays.

Office Use Only			
Days taken so far during this academic year September 2019 to August 2020:		Days requested	Total
Authorised		Unauthorised	

Reply Slip - Application for Pupil's Leave of Absence

To Parent/Carer of: Child's name: Class:

Leave of absence is authorised: From: To: Total Days:

Leave of absence unauthorised: From: To: Total Days:

Signed on behalf of Lorraine Quirk, Headteacher: Date:

Please contact the Headteacher if you would like to discuss this further.