

APPLICATION FOR A LEAVE OF ABSENCE

The school will not authorise any leave of absence during term time except in exceptional circumstances. Parents wishing to apply for a leave of absence for their child during term time should read the letter overleaf from Mr Holmwood, Headteacher, before completing this form. If parents still wish to make an application, this form should be forwarded to **Mrs Bayliss** at least two weeks prior to the period of absence requested.

I request a leave of absence for (name of student):		Tutor Group:	
Date(s) of proposed absence:		No of school days:	
Reason for requesting a leave of absence in term time:			
<p>I confirm that I have read the letter from the Headteacher explaining the school's policy on leave of absence in term time. I am aware that if my application for a leave of absence is not authorised and my child is absent from school during the days requested, the time will be recorded as unauthorised on my child's school record.</p> <p>If applicable, I have attached the following information to support any 'exceptional circumstances' I would like to be considered (e.g. copy of a letter from the relevant organisation or a letter from a medical practitioner):</p>			
Name of parent (please print):			
Signature:			Date:

OFFICE USE ONLY

Circulation	Exams →	Deputy Headteacher →	JMA (Admin) →	Front Office → File
Date / Sign				
Parental responsibility of applicant checkeddate/sign				
Examinations Officer – record of events				
.....				
.....				
..... Approved / Not Approved				
Student's attendance record checked: _____ %				
Deputy Headteacher:	Unauthorised:			Yes / No
	Authorised: 'exceptional circumstances':			Yes / No
Absence recorded on student's record as: H = authorised holiday* G = unauthorised holiday*				
Other registration marks as authorised by the Deputy Headteacher :				
*Circle as appropriate				