

Application for leave of absence for the purposes of an annual family holiday or an extended trip overseas during term time

Part 1- School to complete this section before sending home		
Child(ren)'s name		Class/Form
Level of attendance during last academic year, current academic year Child(ren) will /will not * be sitting examinations/SATs * during this year. (* delete as appropriate). Other relevant information e.g. out of school learning planned/ presentation day		
Part 2- Parent/Carer to complete		
To: The Head teacher/Chair of Governors of School		
Dates for which leave of absence is requested		
From:	To:	Number of School Days:
(first day of absence)	(last day of absence)	
Holiday destination:		
Please give the reasons which prevent this holiday being taken during a school holiday period. (You may wish to attach a separate letter to support your request)		
Date: Signed (Parent/Carer)		
Part 3 – To be complete by Head teacher (or nominated person)		
Please make an appointment to discuss this with.....		
Leave of absence authorised/ not authorised (delete as appropriate)		
Date: Signed		