



Leave of Absence Request Form

I WOULD LIKE TO REQUEST A LEAVE OF ABSENCE FOR THE BELOW NAMED CHILD, (ONE APPLICATION FORM PER CHILD):

CHILDS NAME	
CLASS	
FIRST DAY OF ABSENCE FROM	
RETURNING TO SCHOOL ON	
NUMBER OF SCHOOL DAYS ABSENT	

Head Teachers can only Authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an **“exceptional circumstance”**. You **MUST** provide **all the details and information** you would want the Head

Teacher to consider in deciding if your request can be granted. ALL leave of absence will be coded as ‘G’ which means holiday taken but not authorised by the school.

If the Head Teacher deems exceptional circumstances, then the Local Authority will be informed and no further action will be taken. If the holiday is taken without completion of a leave of absence, then this will be coded as ‘O’ which means unauthorised and action would be taken by the Local Authority.

Should you be visiting abroad we would need to be made aware of the country you are visiting and if there is a requirement to isolate on return, as this has a huge impact on the amount of time actually requested and the amount of learning missed

ABSENCE DETAILS

COUNTRY BEING VISITED	
ADDRESS THE CHILD IS RESIDING	
REQUIRED TO ISOLATE (Y/N)	

REASON FOR LEAVE

1ST PARENT/CARER NAME	
1ST PARENT/CARER CONTACT NUMBER	
2ND PARENT/CARER NAME	
2ND PARENT/CARER CONTACT NUMBER	
RELATIONSHIP TO CHILD	
PARENT/CARER APPLICANT SIGNATURE/S	/
DATE OF APPLICATION	



SCHOOL USE ONLY

HEAD TEACHER COMMENTS:

LEAVE OF ABSENCE CODED AS	
AUTHORISED (Y/N)	
RESPONSE TO PARENT/S VIA LETTER/MEETING/OTHER	
DATE	
HEAD TEACHER SIGNATURE	