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| --- |
| **OFFICE USE ONLY –****PUPIL 1** |
| Age: | %: |
| Added on SIMs: |  |
| Principal auth: |  |
| Amend on SIMs: |  |
| Response sent: |  |
| Scanned to pupil file: |  |

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| --- |
| **OFFICE USE ONLY –****PUPIL 2** |
| Age: | %: |
| Added on SIMs: |  |
| Principal auth: |  |
| Amend on SIMs: |  |
| Response sent: |  |
| Scanned to pupil file: |  |

**Application for Leave of Absence 2019 – 2020**

# *(Please read the notes overleaf before completing this form)*

*The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Head Teachers may not grant any leave of absence during term-time unless there are exceptional circumstances.*

This form must be returned a minimum of 14 days prior to the absence requested.

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| **Child’s Details** |
| Pupil Name (in full): |  | Date of Birth: |  |
| Address (inc Post Code): |  |
| Pupil Name (in full):  |  | Date of Birth: |  |
| Address (inc Post Code): |  |
| Pupil Name (in full): |  | Date of Birth: |  |
| Address (inc Post Code): |  |
| **Parent/Guardian Details**  |
| Parent 1 Name (inc title):  |  | Date of Birth |  |
| Relationship to Pupil: |  |
| Address (inc Post Code): |  |
| Parent 2 Name (inc title):  |  | Date of Birth |  |
| Relationship to Pupil: |  |
| Address (inc Post Code): |  |
| **Reason for the Request:** |
| First Day of Leave: |  | Last Day of Leave: |  |
| Date to return to School:  |  |
| Adult accompanying Pupil: |  |
| Signature of Parent: |  | Date: |  |
| **Head Teacher’s Decision:** |
| Signed: |  | Date: |  |