

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

|  |  |
| --- | --- |
| **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.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | | |  |