



**Application for Pupil Leave of Absence from School for Holiday in Exceptional Circumstances**

Full name of child(ren):

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for application and dates:

\_\_\_\_\_  
\_\_\_\_\_

Signature of parent(s)/carer(s): \_\_\_\_\_ Date:

\_\_\_\_\_ Date:

*Office use only* ..... attach attendance certificate

Approved

Refused

Reason for refusal \_\_\_\_\_

Signed ..... Date .....

The headteacher will consider the following points before authorising leave:

1. The child's previous attendance history
2. The age of the child(ren)
3. The child's stage of education
4. The time of year (SATS or exams)
5. The nature of the trip (exceptional circumstances)

**RETURN TO PARENTS**

**Permission for holiday in term time response**

Name of pupil(s) \_\_\_\_\_  Approved  Refused

Reason for refusal \_\_\_\_\_

Signed ..... Date .....