

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

A Head teacher can only authorise holidays in exceptional circumstances.

Full name of child(ren)	
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.....	
.....	
Address	
.....	
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.....	
Reason for application and dates	
.....	
.....	
.....	
Signature of parent(s)/carer(s).....	
.....	
.....	
Date

Office use only	
Request seen by Head Teacher/Head of Year Y/N	
Agreement reached Y/N	Current Att % <input type="checkbox"/>
Other outcome	Date //

The head teacher will consider the following points before authorising leave

1. Is the reason for the request exceptional circumstances
Service Personnel.
Restriction on time of leave from employer.
Crisis where the family need to spend time together.
2. The child's previous attendance history.
3. Holiday requests within the current academic year.