



## APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Full Name of Child(ren): \_\_\_\_\_

House and Tutor Group: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Requested: \_\_\_\_\_

Reason For Requesting Leave During Term-Time: \_\_\_\_\_  
*(If necessary, please continue overleaf)*  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent(s)/Carer(s): \_\_\_\_\_  
\_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Request seen by Head Teacher/Head of Family and Student Services Y/N

Agreement Reached Y/N

Current Attendance %

Other Outcome

Date: / /

Input on SIMS ..... Verbal Approval Given Y/N

Letter Sent Y/N

Date: / /



*The Head Teacher 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 (an exceptional experience).*
- 6. Holiday already taken/granted within current academic year.*

