



**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR TERM TIME HOLIDAY  
PLEASE COMPLETE CLEARLY IN CAPITAL LETTERS**

NAME OF CHILD: ..... CLASS: .....

ADDRESS: .....

.....

.....

TELEPHONE:..... MOBILE: .....

DESTINATION: .....

REASON FOR APPLYING FOR HOLIDAY IN TERM TIME: .....

.....

FIRST DATE OF ABSENCE FROM SCHOOL: .....

DATE OF RETURN TO SCHOOL: .....

TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR: .....

NAME OF PARENT/CARER:.....

SIGNATURE: .....

Name and telephone of relative/friend who the school can contact if needed, during the absence:

.....

The school will consider the following points:

- The child's previous attendance history
- The age of the child
- The child's stage of education (e.g. SATS years)
- The time of year (SATS or exams)
- The nature of the trip (an exceptional/cultural experience)
- Whether there a fixed return date
- Whether previous holidays have been applied for, and what length they have been

Office use only

Seen by Head Teacher / Delegated person

Agreement reached

Authorised / Unauthorised

Other points

Date

