

## LEAVE OF ABSENCE FROM SCHOOL

**To be completed by Parent/Carer/Guardian**  
(one form to be completed for each child)

Name of Pupil:	National Curriculum Year:
School:	Group/Class/Tutor Group:

**The Local Authority believes taking leave of absence from school will be harmful to a child's education and affects the efficient running of the school. Taking holiday in term time will not be approved in Secondary Schools in any year, or given consideration in Year 2 or Year 6 in Primary School. Your request for leave of absence will only be approved in exceptional circumstances and for compassionate reasons.**

Dates for Requested Leave of absence: From ..... To .....
Please give brief reasons for your request for the leave of absence.
Signature(s) ..... Date: .....

**To be completed by School**

Your request for leave of absence has/has not\* been approved for the following reason(s):  
*\*delete as appropriate*

Headteacher's Signature:..... Date: .....

The code placed in the register will be:  (please circle relevant code)	<b>C</b>	<b>P</b>	<b>R</b>	<b>G</b>	<b>H</b>	<b>O</b>
Performance (Licence required) / Exceptional circumstances	Approved Sporting Activity	Religious Observance	Unauthorised Family Holiday	Authorised Family Holiday	Unauthorised (other reason)	

**For office use**  
Attendance record :