



APPLICATION FOR A PUPIL TO BE ABSENT FROM SCHOOL DURING TERM TIME

(To be completed by parent/carer)

Date of request:

Pupil(s) Details:

Name:	MALE/FEMALE	D.O.B.....
Name:	MALE/FEMALE	D.O.B.....
Name:	MALE/FEMALE	D.O.B.....
Address		Postcode:

First day of absence:

Last day of absence:

Returning to school on:

No of school days missed:

Please state the reason why this absence is requested:

Parent(s)/Carer(s) details:

Name:
Does this person have parental responsibility/day-to-day care of the named pupil? YES / NO
Address (if different from above):
.....Postcode:
Telephone No: Mobile No:
Name:
Does this person have parental responsibility/day-to-day care of the named pupil? YES / NO
Address (if different from above):
.....Postcode:
Telephone No: Mobile No:

Signed: Parent/Carer

Request granted: Yes / No

To the parents of: Class(es):

RE: Holiday request from: to: No of days absent:

On the grounds of exceptional circumstances, I am able to grant leave of absence

Unfortunately, I am unable to authorise absence (please see letter attached)*