

Application for Leave of Absence 2016 – 2017

(Please read the notes overleaf before completing this form)

Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that adteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

Child's Details			
Pupil Name (in full): Year Group		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full): Year Group		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full): Year Group		Date of Birth:	
Address (inc Post Code):			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code): Contact Number			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code): Contact Number			
Reason for the Request:			
Date form submitted:			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	
Headteachers Decision and reason for Decision:			
Signature of Headteacher:		Date:	