Application for Absence from School

Under the Education (Pupil Registration) (England) (Amendment) Regulations 2013; with effect from 1st September 2013, Head Teachers are no longer able to grant leave for the purpose of a family holiday. Absence from school will only be granted in exceptional circumstances. If you wish to apply for an absence in school time please complete the form below and return it to the school office as soon as possible.

Surname of child …….. Forename …….

Class …… Year…….. Date of application……

Surname of parent ……. Forename of parent…….

Reason for absence request…….

Date of absence …….. Date due back in school……..

Number of school days absent ……..

Please complete the following details if travelling abroad

Country to be visited……

Date of flight……...Departure airport…….

Date of return flight……..... Airport returning from……

Signed …… (parent/guardian) Name……

(# Please note that this form must be signed by someone who has parental responsibility as defined by the Children Act 1989).

Office use only:

Date of meeting with parents:		Leave authorised? Yes		No	
Headteacher's signature:					
Number of previous absences granted:		Date:		Duration of absence:	