

REQUEST FOR LEAVE OF ABSENCE (Non Medical)

Name of child _____ Class _____

I request permission for my child to be absent from school on the following date(s):

From: _____ To: _____ Number of days _____

In 2013 the Government took further steps to discourage holidays in term time. This means that leave of absence for any reason – including for holidays – can only be granted if the school is satisfied that exceptional circumstances exist. You are strongly advised to wait for the headteacher's decision before finalising any plans.

Please give details of the reason for your request in the box below.

If collecting during the school day, my child will be collected by _____

Signature: _____ Date: _____

For office use only:

Child's attendance percentage Leave of absence already approved this academic year

Headteacher's Response

Leave of absence approved

Please provide more information

Leave of absence not approved because _____

Headteacher's signature _____ Date _____