



Leave of Absence Request

Please be aware that under new Government guidelines the school is no longer able to authorise leave for holidays. The school is also required to notify the Local Authority when holiday is taken during term-time.

Leave Request Details

Pupil's Name: Class: Year Group

Address of parent making request:

First date of absence: (Day, month, year) Return date to school.....

Purpose of Leave: Total number of days requested:

Please use the box below to give a detailed reason for this request, please use overleaf if you need additional space. Include any extenuating circumstances as to why the leave is being requested during term time. If the leave is for a religious observance, please give details of the event.

(Please continue overleaf if required)

Please indicate if a request has also been submitted for older siblings at other schools:

Name:	Date of Birth:	School (eg. John Port School):

Parent / Carer Signature Date:

This form is to be completed by the student's parent/guardian and returned to the school office a minimum of two weeks before the period of requested absence.

Your request for leave will be processed on an individual basis using the chart below and returned to you once a decision has been made. If you have any queries regarding the outcome, please contact the school office:

School use only

Current Attendance Percentage:	
Are there any exceptional circumstances?	
Number of previous unauthorised absences within the last 12 months:	
Decision and code to be used – Agreed / Not Agreed	
Will a referral be made for a Fixed Penalty Notice?	