



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Full name of child.....

Class.....

Address
.....
.....
.....

Reason for application and dates
.....
.....
.....

Signature of
parent(s)/carer(s).....
.....
.....

Date

Office use only

Request seen by Headteacher.....Y/N Current Attendance _____%

Outcome.....

SignedHeadteacher Date / /

The Headteacher will consider the following points before authorising leave

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year (SATS or exams).
5. The child's educational and welfare needs.
6. The child's ability to catch up the work.
7. Purpose and length of proposed leave.
8. Circumstances of the request.