



APPLICATION FOR LEAVE OF ABSENCE FOR PUPILS

Please complete this form in advance of the requested dates of absence. The conditions under which leave of absence for long-term holidays may be granted are in 'The Education (Pupil Registration) Regulations (2006)' (amended on the 1st September 2016). Permission will not be granted if the request has been applied for after a holiday has taken place. This will be recorded as unauthorised absence on the child's statutory school record.

Full name of pupil:		Class:	
Dates requested from:		Dates requested to:	
Reason:			
Signature:		Signed by:	
		Date:	

PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE

For office use only

Date form received:		Authorised/Declined	
Signature:		Job role:	Head of School/Exec Head
		Date:	

