

Pupil Absence Application Form

Please complete and return to the school office for Headteacher's signature.

- Holiday leave requests will not be authorised. *Please note: **Parents do not have any legal entitlement to take their child on holiday during term time.***
- Additional leave of absence is only granted in exceptional circumstances.
- Days in excess of any agreed period will be marked as unauthorised absence.

Name of Child/Children:	Class(es):
First date of proposed absence:	Last date of proposed absence:
Expected date of return to school:	
Reason for proposed absence – please provide reasons to support your application. <i>Please note: evidence may be requested.</i>	
Parent/Carer signature:	Date:

For Headteacher Completion:	
Number of days unauthorised absence:	
Attendance percentage at time of absence request:	
Number of days authorised absence granted:	
Absence code (highlight): O = unauthorised absence C = Other authorised absence R = Religious observance M = Medical authorised absence B = Educated off site	
Headteacher's Signature:	Date: