APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This document can only be completed by parent or carer. Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances.

It is the Principal who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

I wish to apply for leave from school for my child

Student name	
Student DOB	
Leave date	
Total number of days absent from school	
Returning to School on	
My proposed destination is	
Please give a full explanation of why this request for leave had been made including any supporting evidence:	

Name of parents/carer:

Address:

Phone Number:

Parent/Carer Signature:

Parent/Carer name (block capitals)

Date:

This form must be returned to the Attendance officer – Tracey Epps Alternatively, this form may be emailed to t.epps@towers.school

Official Use:

Approved Not	
Approved	

Principal Signature:

Date: