



## **Pupil Leave of Absence Application Form**

Please note, leave of absence can only be granted in exceptional circumstances. If not agreed, the period will be marked as 'unauthorised absence' and recorded on your child's school record accordingly.

**Please complete and return to the school office.**

Child's Name:	
Class:	
Date of requested absence:	
From:	To:
Total School Days:	
Please indicate why this leave of absence cannot take place in the course of the normal school holiday pattern. (Attach a copy of any appointment letter or documentation to support this)	
Signed by the person with legal responsibility for the young person:	
Date:	
For office use only: Absence code:	Agreed by: