

Term Time Leave of Absence Request Form

(This should be completed before booking any travel arrangements)

Dear Parent

Thank you for your request for term time leave of absence. Please ensure you have read and understand the schools Term Time Leave of Absence Policy.

To be completed by the Parent

Pupil's Name _____ Tutor Group _____

Address _____

Ethnicity _____ Date of birth _____

Date of absence request From ____ / ____ /201_ To ____ / ____ /201_

Reason for application _____

1st Parent details

First name _____

Surname _____

Address _____

Contact number _____

Date of application ____ / ____ /201_

2nd Parent details

First name _____

Surname _____

Address _____

Contact number _____

I have read the schools leave of absence policy document

Name _____

Parent signature _____

Date _____

FOR SCHOOL USE ONLY

Current attendance (must be at least 97%) _____ No of term days requested

Previous attendance (must be at least 97%) _____

SATs Year Yes ☐ No ☐

Leave requested for the beginning of an academic year (September)

Yes ☐ No ☐

If the child has had previous term time leave, please state dates and number of days taken

Schools decision: **AUTHORISED / UNAUTHORISED** (please delete as applicable)

Reasons for school's decision _____

Signed _____

Date _____

Letter sent to parent on

For any leave, the following must be completed

Travelling abroad? Yes/No Country _____ Return date: __/__/__

Proof of return date (*tickets/e mail etc*) to be provided _____
