## Application for Leave of Absence during Term Time

| A. | Pupil Details | | | |
|---|---|---|---|---|
| Student Name: | | | DOB: | |
| Address: | | | | |
| Form Class | | | | |
| Sibling Name(s) | | | DOB: | |
| | | | DOB: | |
| | | | DOB: | |

| B. | Leave of Absence Request Details | | |
|---|---|---|---|
| Start date of requested leave: | | End date: | |
| Return to school date: | | Number of days requested: | |
| What are the **exceptional circumstances** for your leave of absence request that you wish the school to consider? | | | |
| Name of Parent/Carer: | | | |
| Signature: | | | |
| Date: | | | |

| C. | For School Use Only | | |
|---|---|---|---|
| Attendance % | | | |
| Previous LoA this academic year: | | | |
| Does the LoA request coincide with test/examination periods: | **YES** | **NO** | |
| Is LoA approved: | **YES** | **NO** | |
| If YES – number of days to be authorised for this LoA application: | | | |
| Register Code to be used for this LoA: | | | |

Headteacher's Signature: _____

Date: _____