**LEAVE OF ABSENCE APPLICATION FORM**

As a parent or carer, you should complete this form if you want to take your child out of school during term-time for an exceptional reason. Please note that holiday absence during term-time is not permitted except:-

1. Service personnel and other employees who are prevented from taking holidays during term-time and evidence is provided to this effect.
2. When a family needs to spend time together to support each other during or after a crisis.
3. Parents who are subject to a strict and non-negotiable holiday rota and evidence is provided to this effect.
4. Exceptional circumstances to be agreed at the Headteacher’s discretion

After completing the form, please return it to the Headteacher no less than three weeks before the date when you want the period of absence to start.

The Headteacher may decide whether or not to authorise leave of absence. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for retrospectively. Pupils and/or parents may be required to attend a meeting at the school prior to a decision on whether the absence will be authorised or not.

Normally, a pupil shall not be granted more than two weeks leave of absence in any academic year. This amount of absence may be reduced or refused if a pupil’s attendance is not considered to be satisfactory.

Pupil Name……………………….

I request that leave of absence be granted during term-time because :

……………………………………………………………………………….

From: ……………… To: …………………

Number of **school days** requested for leave of absence ………

Signature: …………………………..

Parent/Guardian

*(For office use only)*

The above leave of absence has been noted and authorised/not authorised.

Signed…………………………………………Date ……………………

T Johnston, Headteacher

Please complete in black or dark blue ink and return to Mrs Faulkner, PA to the Headteacher