



*In the Light of Jesus  
we Learn to Shine*

## Request for leave of absence from school during term time

*This should be completed before booking any travel arrangements*

To be completed by the Parent/Guardian

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

1. Date of absence request: From \_\_\_\_ / \_\_\_\_ /201\_\_\_\_ To \_\_\_\_ / \_\_\_\_ /201\_\_\_\_

2. Reason for application:

### 3. CONTACT DETAILS – PLEASE PRINT CLEARLY

#### 1st Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

Date of application: \_\_\_\_ / \_\_\_\_ /201\_\_\_\_

#### 2nd Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

### I have read the school's attendance policy document

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /201\_\_\_\_

Name (Please print) \_\_\_\_\_

### ***For schools use only***

Current attendance: (must be at least 97%) \_\_\_\_\_ No of term days requested: \_\_\_\_\_

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

#### Office use only

Seen by Head teacher /Deputy / Attendance Officer

Leave agreed  Not agreed

Other outcome: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If leave is to be authorised, the following must be completed:

Travelling abroad? Yes  No  Country \_\_\_\_\_ Return date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Proof of return date (*tickets/e mail etc*) seen by Head teacher  Deputy Head teacher  Attendance Officer