



## Application for annual leave of absence for pupil from school

I would like to make application for leave of absence from school for my child (separate form for each child please).

**Name:**

**Tutor Group:**

**Date (from):**

**Date (to):**

A total of  school days (excluding weekends and school closures)

**Reason for making the request** .....

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.....

**Name: (in block letters)** ..... **(Mr/Mrs/Miss/Ms)**

**Address:** .....

.....

**Phone Number:** .....

**Signed** ..... **(Parent/Carer)** **Date:** .....

**Please return to the Headteacher**

**Headteacher Comments**

.....

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**Approved**  **Not Approved**  **Educational Visit**

**Signed** ..... **Headteacher** **Date** .....

It is School policy that only in exceptional circumstances will permission be given to take a pupil out of school during term time. We must take into account the effect this absence would have on pupils' education and ability to achieve. Failure to return to school on the specified date will result in those days being regarded as unauthorised absence and may result in the issue of a fixed penalty notice, prosecution in accordance with Section 434(6) of the Education Act 1996 and loss of place at Blanche Nevile.