



## Application for leave of absence during term time

Parents have a legal duty to ensure their child's regular attendance at school. The UK Government strongly recommends that parents avoid taking their children out of school, given its effect on the learning programme and the progress of pupils. Headteachers cannot grant leave of absence unless in exceptional circumstances. Wherever possible, appointments should be made outside school hours.

In determining whether or not to authorise an absence, the Headteacher has to consider the reasons for the request, the effect on the continuity of the child's learning, the frequency of request and the child's overall attendance. Parents are, therefore, advised to consider carefully the reasons for making their request before submitting this form.

Applications should be made well in advance and parents are strongly advised to apply before they confirm their arrangements. A request **will not** be considered without this completed form.

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Child's name: \_\_\_\_\_

Mentor: \_\_\_\_\_

Dates for which leave of absence are requested:

From: \_\_\_\_\_  
(first day of absence)

To: \_\_\_\_\_  
(last day of absence)

Please give the reason for making an application for leave of absence during term time:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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*For school use only*

Leave of absence approved/not approved

Headteacher's signature \_\_\_\_\_ Date: \_\_\_\_\_