



**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR
EXCEPTIONAL CIRCUMSTANCES**

*Applications should be made at least two weeks in advance of the requested date and before the leave is arranged as
absences will not be granted retrospectively.*

Full name of child(ren) _____

Address _____

Absence dates _____

Reason for application _____

Signature of parent(s)/carer(s) _____

Date _____

Office use only

Request seen by Head Teacher Y/N

Date:

Agreement reached Y/N

Current Att %

Other outcome:

The Head teacher will consider the following points before authorising leave:

1. The exceptional circumstance.
2. The child's previous attendance history.
3. The age of the child(ren).
4. The child's stage of education.
5. The time of year (SATS or exams).