

***Application for Leave of Absence: Holiday Form**



Please complete **both** Part A and Part B

Part A (This portion to be returned to parent/ carer)

Name of Pupil: _____ Class: _____

I/ We wish to apply for permission to allow the above pupil to be absent from school on the following dates:

_____ to _____ (____ days)

The reason for taking the holiday at this time is:

Signed: _____ parent/ carer

Approved/ Not Approved _____ Headteacher



Part B (This portion to be retained by school)

Name of Pupil: _____ Class: _____

Has your child had any other holidays in term time since September? If so, please give dates:

Has your child had any other absence since September? Please give reason:

The above child has been given/ has not been given permission to be absent from school during term time and should be marked 'Authorised/ Unauthorised' in the register. Date of absence:

_____ to _____ (____ days)

Signed: _____ Headteacher

***You must discuss this form in person with the Headteacher**