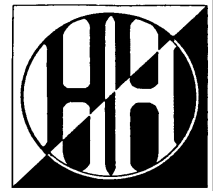


Request for Leave of Absence during term time



Name of Student		Name of Parents/Carers	
Address/Contact Details		Dates of holidays From / / to / /	
Why are you requesting leave of absence during term time?			
Signed by Parent/Carer	Print Name	Date	
<i>For School Use Only</i>	Date request received / /		
Current attendance % (If within first term, use previous years figures)	Authorised Yes/No	Relevant letter sent to parent/carer / / date	
Reasons for school not authorising the holiday			
<i>If unauthorised holiday is taken and this case complies with Penalty Notice criteria (Attendance level below 90% with at least 20% of the absence being unauthorised) please forward to Principal Inclusion Officer along with Pupil/Student attendance register.</i>			
Name of School	Headteacher Signature	Date	