PAPWORTH HALL School

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
Important Information for Parents/Carers – please read before completing this form Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised. All requests for leave of absence should be made in advance and before any arrangements are confirmed. This form must be completed in full by the parent or carer who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised
I have read the above information and wish to apply for Leave of Absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent/Carer Details			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
Dates *from and to* requested.			
Reason/s for absence request i.e. GP or dentist appointment			

To be completed by the school:			
Date request received by the school:		Total number of days requested:	

Child's Name:	Current % Attendance	Application Authorised or Declined?
Reason for school's decision:		
Headteacher:		Paul Sanderson – Executive Head
Signed:		
Date:		