



Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL circumstances**

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Please list below any children attending Preshute School for whom you are requesting leave of absence:

Names of child(ren)	Class

Date of first day of absence	Date of return	Number of days requested

Please list below any children attending other schools for whom you are requesting leave of absence

Name of sibling(s)	School attending	Year group

Exceptional Circumstances (reason) for holiday to be taken during term time: please attach additional supporting evidence)

Name of parent _____

Signature _____ Date _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes / No

Signed _____