

**Request for Pupil Leave of Absence From School for Holiday in  
Exceptional Circumstances**

Full name of child(ren) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for application and dates \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Full Name of parent(s)/carer(s) \_\_\_\_\_

Signature of parent(s)/carer(s) \_\_\_\_\_

Date: \_\_\_\_\_

*Office use only* ..... attach attendance certificate

Authorised

Unauthorised

Comments \_\_\_\_\_

Signed .....

Date: .....

The headteacher will consider the following points before authorising leave.

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

.....  
Return to parents

**Permission for holiday in term time response**

Authorised

Unauthorised

Name of pupil(s) \_\_\_\_\_

Comments \_\_\_\_\_

Signed .....

Position:.....

Date .....