



EXTENDED PUPIL ABSENCE REQUEST FORM

As a parent you should fill in this form if you want to take your child out of school during term time to go on extended absence.

Please return the complete form to the Headteacher no less than two weeks before you want the period of absence to start, stating your reasons for needing to take your child out of school during term time.

Parents should not expect leave of absence to be granted as of right. A pupil cannot be granted more than two weeks' leave of absence (10 days) in any academic year, and this is only at the Headteacher's discretion.

Leave would not normally be granted if the absence coincides with school or public examinations. The conditions under which leave of absence during term time may be granted are contained in The Education (Pupil Registration) Regulations 1995.

I request that (name): _____ Year: _____
be granted leave of absence.

Reason for absence:

From (1st day of absence): _____ To (Last day incl): _____

Signature of Parent: _____ Date: _____

FOR OFFICE USE ONLY

Authorised:

Unauthorised: