

## Leave of Absence Application

of a School Child to accompany Parents/Carers on Holiday –  
*in exceptional circumstances*

<b>Name of child</b>	
<b>First day of absence</b>	
<b>Last day of absence</b>	
<b>Number of days requested</b>	
<b>Reason for absence</b>	

*PLEASE NOTE: School may not grant any leave of absence during term time unless there is an **exceptional circumstance**. Requests for holiday absence are dealt with individually and only after the parents have made a written request to the school. The school requires a period of notice of (14 days) to consider a request. A child's absence from school for any purpose other than a previously notified medical/dental appointment will be treated as an unauthorised absence unless exceptional circumstances prevail.*

<b>Signed by Parent/Carer</b>	
<b>Date of Application</b>	

**For completion by Abbey Court School:**

Permission is hereby granted

Permission is hereby denied

For

to accompany his/her family on holiday.

First day of absence

Last day of absence

Number of days

Total number of authorised days of absence for holiday this academic year

Total number of authorised days of absence this academic year (including sickness/medical/holiday)

Signed \_\_\_\_\_  
(On behalf of the Governing Body)

Date \_\_\_\_\_