

OFFICE USE ONLY – PUPIL 1	
Age:	%:
Added on SIMs:	
Principal auth:	
Amend on SIMs:	
Response sent:	
Scanned to pupil file:	



OFFICE USE ONLY – PUPIL 2	
Age:	%:
Added on SIMs:	
Principal auth:	
Amend on SIMs:	
Response sent:	
Scanned to pupil file:	

## Application for Leave of Absence 2021 – 2022

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Head Teachers may not grant any leave of absence during term-time unless there are exceptional circumstances.

This form must be returned a minimum of 14 days prior to the absence requested.

Child's Details			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			

**Reason for the Request:**

First Day of Leave:		Last Day of Leave:	
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Date to return to School:			
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Adult accompanying Pupil:			
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Destination Visiting:			
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Signature of Parent:		Date:	
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<b>Head Teacher's Decision:</b>			
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Signed:		Date:	
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