**Sexton’s Manor Community Primary School**

**Application for Leave of Absence during term time**

*Please note all applications MUST be made in advance.*

|  |  |
| --- | --- |
| **Child’s Name:** |  |
| **Child’s Class:** |  |

**I would like to apply for a leave of absence for my child from:**

**………………………………………………………………(Date)**

|  |
| --- |
| **The reason(s) for this request are:***Please continue on a separate sheet if necessary.* |

**I am/am not (please delete as applicable) attaching further evidence in support of this application.**

***Form continues overleaf***

**Should this leave of absence be granted my child would return to school on:**

**…………………………………………… (Date)**

**Details of Siblings:**

If you have other children currently attending school please complete their details below.

|  |  |  |
| --- | --- | --- |
| **Child’s Name** | **Child’s Age** | **Name of Child’s School** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**I understand that:**

* The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
* I may be requested to provide further information to the school.
* I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child’s attendance record.

I confirm that I am the parent/carer of the child detailed above and that my child normally resides with me.

**Signed: …………………………………………………………**

**Print Name: ……………………………………………………**

**Date: ………………………………………………………………**