



[Name of school]

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Full name of child(ren) _____

Address _____

Reason for application and dates _____

Signature of parent(s)/carer(s) _____

Date _____

Office use only
Request seen by Head Teacher/Head of Year Y/N
Agreement reached Y/N
Other outcome
Current Att %
Date / /

- The head teacher 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).
 6. Holiday already taken/granted within current academic year.
 7. Whether the parents are restricted in terms of leave from their employer.