

REQUEST FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

This form needs to be submitted at least 2 weeks prior to the proposed leave. Please complete this application form and return it to the school office.

PLEASE USE CAPITAL LETTERS TO FILL THIS FORM IN

Name of child		Date of birth		Year	
Full name of parent/guardian					
Address of child					
Postcode	Telephone number				
Reason for request					
Departure date	From (date)		To (date)		Total school days missed
Would your child miss any national examinations or tests?					Yes/No
Is his/her attendance over 95% for the past 12 months					Yes/No
Has he/she had leave during term time during the last 12 months? (if so, please give dates, reasons, and numbers of school days leave)					Yes/No
<p>If your child is being taken out of school during time term and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from education, the school has a duty to keep them safe and this includes knowing where they are.</p>					
Address whilst away:					
Telephone number whilst away:			Email address whilst away:		
<p>I certify that the information provided in this form is accurate.</p> <p>Signed:</p> <p>Date:</p>					