

Application for Leave of Absence during Term Time



A. Pupil Details	
Name:	DoB:
Address:	
Class / Form:	

B. Leave of Absence Request Details	
Start date of requested leave:	End date:
Return to school date:	No. of days:
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?	
Name of parent / carer (print):	
Signature:	Date:
Name of parent / carer (print):	
Signature:	Date:

C. For School Use	
Current attendance %:	
Previous LOA this academic year:	
Does the LOA request time coincide with SATS / other examination periods:	
Any mitigating / aggravating circumstances (Including any ongoing medical issues):	
Child's current / potential level of attainment?	
Is the LOA approved?:	YES NO
If YES - Number of days to be authorised for this LOA application:	
Signature of Head Teacher:	Date:
*Register Code to be used for this LOA:	

* Full list of absence codes overleaf