

[Name of school]

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM  
SCHOOL FOR PARENTAL HOLIDAY

Full name of child(ren)

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Address \_\_\_\_\_  
\_\_\_\_\_  
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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

Current Att %

Other outcome

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.