



### APPLICATION FOR STUDENT LEAVE OF ABSENCE DURING TERM TIME

Name of child.....

Form..... Date of Birth.....

Proposed date(s) of absence

From.....to.....inclusive

Reason for absence being requested during term time.

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Signature of Parent/Guardian

Print name:..... Date.....

This form should be completed by the parent (or guardian) and forwarded to the Headteacher not less than six weeks before the requested absence is due to begin.

The college will not authorise any absences unless there are exceptional circumstances. If the absence is taken without being authorised the absence will be recorded as unauthorised and parents will run the risk of being issued with a Fixed Penalty Notice. The length of absence granted is solely at the discretion of the Headteacher. Government policy requires schools not to give permission for family holidays during term time. Please refer to the college attendance policy for further details.

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#### For college use only

Percentage attendance in current college year -----%

Percentage attendance in previous college year if applicable .....%

Absence authorised

Absence unauthorised

Reason for decision

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Signed.....

Headteacher

