

Leave of absence request form

Parents/carers must ask permission for their child to be absent during term time. Any application for leave of absence is granted at the discretion of the headteacher or a delegated member of senior staff. Only in exceptional circumstances will leave be granted. Parent/carer(s) wishing to apply for their child to have leave from school should complete this form and return it to **the school office** / pgsabsence@poolegrammar.com for consideration. The School's decision is final and no correspondence will be entered into regarding the decision. If leave is taken without permission, or no application is made, parent/carer(s) risk being issued with a Penalty Notice or being prosecuted on their return.

Child's full name:	Form:
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First day of requested absence:	Last day of requested absence:
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Reason for absence request (give as much detail as possible, including any supporting evidence with your request)

By signing below, you confirm that all holders of parental responsibility are aware of the request for authorised absence.	
Parent(s)/Carer(s) Signature:	
Print name(s):	
Date:	

For school use

Date received:				
Attendance YTD:		Total Unauth Sessions		Unauth Sessions (10 weeks)

<input type="checkbox"/> Authorised – code:	<input type="checkbox"/> Unauthorised – code:
<input type="checkbox"/> 1 <input type="checkbox"/> 2a <input type="checkbox"/> 2b	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> FPN