

Application for Authorised Absence request form

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. This form should be completed and handed in to the school office. Following submission of this form, you will be notified of the School's decision within 10 working days. The School's decision is final and no correspondence will be entered into regarding the decision.

Child's name:	Form:
----------------------	--------------

First day of requested absence:	Last day of requested absence:
----------------------------------------	---------------------------------------

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.

Signature of parent/carer:

Print name:

Date form completed:

For school use

Date received	Current attendance	Comments	Authorised	Date parents notified	Added to SIMS