

**Application for Leave of Absence  
during Term Time 2020/2021**

| <b>A. Pupil Details</b> |  |           |  |
|-------------------------|--|-----------|--|
| Name:                   |  | DOB:      |  |
| Address:                |  |           |  |
| Class:                  |  |           |  |
| Siblings names(s):      |  | School(s) |  |

| <b>B. Leave of Absence Request Details</b> |  |              |  |
|--|--|--------------|--|
| Start date of requested leave:             |  | End date:    |  |
| Return to school date:                     |  | No. of days: |  |

What are the exceptional circumstances for your leave of absence request that you wish the school to consider?  
(Please provide supporting evidence)

**Please note that the form must be signed by all who have Parental Responsibility**

|   |  |       |  |
|---|--|-------|--|
| Name of parent/carer/<br>step parent (print <b>FULL</b> name):  |  |       |  |
| Signature:  |  | Date: |  |
| Name of parent / carer<br>step parent (print <b>FULL</b> name): |  |       |  |
| Signature:  |  | Date: |  |

| <b>C. For School Use</b>  |                       |                        |
|---|-----------------------|------------------------|
| Current/previous attendance %:  | Current (2020/2021) : | Previous (2019/2020) : |
| Any previous LOA request over last year?                                  |                       |                        |
| Is the Leave of Absence approved?:  | <b>YES</b>            | <b>NO</b>              |
| If <b>YES</b> - Number of days to be authorised for this LOA application: |                       |                        |

If **NO** – absence will be recorded as unauthorised for the following reason/reasons :

- The school is unable to authorise family holidays
- The request was not made prior to the absence
- The child's attendance is below 96%

Please note that any Leave of Absence (whether authorised or not) will count towards the total absence figure for your child/children. If their attendance levels fall below the figure of 90% at any time, they will be classed as a persistent absentee and the matter will be referred to the Attendance Improvement Team for action.

|  |  |
|--|--|
| Signature of Headteacher:              |  |
| Date                                   |  |
| Register Code to be used for this LOA: |  |