This application must be submitted to the Form tutor **as soon as absence is anticipated or being planned** and, where possible, **at least three weeks before** the first date of the requested leave.

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. See our attendance policy for full details.

Leave is granted at the Headteacher’s discretion, including the length of time the pupil is authorised to be absent for. The Headteacher will consider carefully why the pupil needs to be absent, journey time, any possible safeguarding risks, and the overall pattern of attendance. **Note**: visiting relatives or family holidays/weddings would not constitute an exceptional circumstance.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student name: | |  | | | | | | | DOB: |  | | | | Class: | |  |
| Absence dates (Inclusive) | | From: | |  | To: | |  | | | | | No. of **school** days: | | |  | |
| **Reason for absence, including any proof (please attach proof)** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **For requests relating to travel abroad:** | | | | | | | | | | | | | | | | |
| Travel information | | | | | | Address where you will be staying (incl. Telephone) | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | |
| Parent/carer name: | | |  | | | | | Relationship to pupil: | | | | |  | | | |
| Parent/carer signature: | | | |  | | | | | | | Date: | |  | | | |
| Form tutor signature: | | | |  | | | | | | | Date: | |  | | | |
| Headteacher signature: | | | |  | | | | | | | Date: | |  | | | |
| **Notes: *(School use only)*** | Attendance this year = % | Authorised absences: | Unauthorised absences:  Tick as appropriate = 🞎 Authorised 🞎 Not authorised | | | | | | | | | | | | | | | |