



APPLICATION FOR ABSENCE FROM SCHOOL:
HOLIDAY/EXTENDED LEAVE

Name of School _____ LEA Number _____

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Education Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress.

If you wish your child to be absent from school, please complete this form and return it to school at least two weeks before your intended departure date. Thank you.

For holiday/leave of more than 10 school days, the school will arrange for you to call in to discuss your application.

PARENTS' SECTION: Surname of child: [] First name: []

Date of birth: [] Year Group: []

Surname of parent/carer: [] First name: []

Relationship to child: []

Home address: []

Postcode: [] Telephone number: []

Reason for request: []

Length of absence : [] Destination: []
(number of school days)

Date of departure: [] Date due back in school: []

Emergency UK telephone contact name and number: []

Parent/carer's signature: []

SCHOOL SECTION: Date application received: [] UPN []

Date of meeting with parent/s : [] Please enter SIMS/STAR ethnicity code: []
(where applicable)

Headteacher's signature: [] Extended leave approved? Yes [] No []

Reasons for decision: []

NB: Where request is for extended leave: Headteachers please return a copy of the completed form to the Team Manager, Local Education Welfare Service

