

Application For Leave of Absence For The Purpose of an Annual Family Holiday or an Extended Trip Overseas During Term Time

To: The Headteacher / Chair of Governors of Claines C.E. Primary School

Child(ren)'s Name		Class

Dates for which leave of absence is requested:

From: <small>(first day of absence)</small>	To: <small>(last day of absence)</small>	Number of School Days:
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Holiday Destination:

Have you previously been granted leave of absence for a holiday during this school year?
YES / NO (delete as appropriate)
 If YES, please give the dates of the holiday:

From: <small>(first day of absence)</small>	To: <small>(last day of absence)</small>	Number of School Days:
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Please give the reasons which prevent this holiday being taken during a school holiday period.

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(You may wish to attach a separate letter to support your request)

Date Signed(parent/guardian)

For School Use Only:
 Children will / will not be sitting SATs during this year.

Level of attendance during last academic year..... current academic year

Other relevant information

Leave of absence approved / not approved (delete as appropriate)

Date: Signed