



**CASTLETOWN PRIMARY SCHOOL**

Leave of Absence during Term Time

Name of pupil: \_\_\_\_\_ Class \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

*I wish to apply for unauthorised leave of absence for my child for the purpose of an annual family holiday:-*

1 <sup>st</sup> day of holiday _____ month _____ year _____
Last day of holiday _____ month _____ year _____
Date due back at school _____
Total number of days taken _____

Signed: \_\_\_\_\_ (Parent/Guardian)

***I understand that this leave of absence will be unauthorised and will show accordingly on my child's attendance record.***

**TO BE RETURNED TO THE PARENT**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Leave of absence will be **unauthorised** by the Governing Body for the following dates:

\_\_\_\_\_. No of days: \_\_\_\_\_

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_