



SUNDON PARK JUNIOR SCHOOL

APPLICATION FOR ABSENCE FROM SCHOOL DURING TERM TIME

For completion by parent/carer

Please note:

- Absence will **only** be agreed under **exceptional** circumstances
- This form should be completed before booking any travel arrangements and made **at least two weeks in advance** or the absence cannot legally be authorised.
- Requests will not be processed more than 12 weeks in advance.

To be completed by parent/carer with whom the child resides

NAME OF CHILD

DATE OF BIRTH

CLASS

ADDRESS

.....

Requested dates of absence: from to

Total number of days requested in this application:

Reason for application

.....

.....

1st Parent/Carer details

2nd Parent/Carer details

First name

.....

Surname

.....

Address

.....

Contact number

.....

I have read the school's leave of absence policy document

Parent/Carer signature/s

Name Date of application.....

N.B. If you have children at other schools, a request for leave must be made to each school for their consideration.