



Application for special Leave of Absence

Child's Name Teacher

I/We wish to apply for my child/children to miss their statutory entitlement to learning on the following dates:

From To or On

The reason for this application is:

.....
.....
.....

Signature Date

Notes:

1. Regular attendance at school is essential
2. Legislation requires that all children should attend school for 190 days per year and schools are required to keep registers of attendance with notes of explanation for absence.
3. It is only the Head Teacher, not parents, who is empowered to authorise absence.
4. Only exceptional circumstances will be authorised.
5. This form should not be used for holiday, illness, medical or dental appointments.
6. Leave of absence cannot be granted for shopping in school hours, birthday parties, or visits to the cinema or theatre.

Special leave taken previously

Departure Date:	Return Date:	Total Number of Days:
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Received Authorised/Not Authorised

Head Teacher Date