

Leave of Absence Request Form

Pupil Name	
Class	

Leave of Absence Requested

First Day of Absence	Return Date	Total Days Requested

Reason for Request

☐ **Holiday in Term Time**

The Local Authority does not permit schools to authorise holidays taken during term time. However, this form must still be completed so that the absence can be recorded in accordance with statutory requirements.

☐ **Compassionate Grounds**

☐ **Other** (please specify): _____

Important Information

Parents/guardians are responsible for contacting the pupil's taxi company where applicable.

Parent/Guardian Declaration

By signing this form, I understand that:

- The school has a discretionary power to consider requests for leave; however, holidays in term time are not authorised in line with Local Authority guidance.
- I will contact the school as soon as possible if there is any delay in returning, providing the reason for this.

Parent/Guardian Signature	
Date	
Email Address	

For School Use Only

Leave of Absence Decision	☐ Authorised ☐ Unauthorised
Signed (Head Teacher/Deputy)	
Date	