



**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL**

Holidays should not be booked before seeking authorisation

The law now requires the head teacher to take a zero tolerance stance on authorising leave of absence.

Full name & class of child(ren).....

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Address.....

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Dates of required leave.....

Details of exceptional circumstances requiring leave:

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Signature of parent/carer.....

Date of signature.....Name in block capitals.....

**Authorised / Not Authorised**

Signed.....Head Teacher

Date.....