

Roberttown CE (vc) J&I School
Application for Leave of Absence during School Term Time (Sept 2017)

Names of Pupils:

1. Class:

2. Class:

Holiday dates: From: **To:**

Number of days absent from school:

Please explain the exceptional circumstances that mean that absence is required during term time. Please note that if you are requesting absence due to workplace holiday allocation we will require written evidence of this from your employer:

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(Please continue on the back of the sheet if required)

Signed: **Parent/Carer** **Date:**

Please return the form to school as soon as possible **before** the leave of absence. Please note permission may not be granted retrospectively. A letter approving or denying permission will be sent as soon as possible.

SECTION B: TO BE COMPLETED BY THE SCHOOL

Name of child	% attendance previous year	Days taken in previous year	% attendance current year	Days taken already in current year

Name of child	% attendance previous year	Days taken in previous year	% attendance current year	Days taken already in current year