

*'By growing together, we become the best we can be'*



## Great Whelnetham CEVCP School

### Application for Leave of Absence during term time

*Please note all applications MUST be made in advance.*

Child's Name:	
Child's Class:	

I would like to apply for a leave of absence for my child from: .....(Date)

The reason(s) for this request are:

*Please continue on a separate sheet if necessary.*

I am/am not (please delete as applicable) attaching further evidence in support of this application.

Should this leave of absence be granted my child would return to school on: ..... (Date)

*Form continues overleaf*

**Details of Siblings:**

If you have other children currently attending school please complete their details below.

Child's Name	Child's Age	Name of Child's School

**I understand that:**

- The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
- I may be requested to provide further information to the school.
- I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child's attendance record.

I confirm that I am the parent/carer of the child detailed above and that my child normally resides with me.

**Signed:** .....

**Print Name:** .....

**Date:** .....

*Values for Life: Compassion, Courage, Friendship, Trust, Truthfulness, Hope, Peace,  
Thankfulness, Creativity, Forgiveness, Humility and Justice.*