Great Whelnetham CEVCP School

Whelper Bass

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	2:	 	
Date:		 	