



Request for Leave Form

This request for leave during term time must be made by a person with parental responsibility for the named child.

Pupil's name: _____ Class: _____

Home Address: _____

Sibling(s) attending Arno Vale Junior School: _____

I wish to apply for the pupil to be absent from school between the following dates:

Date of last day at school: _____

Date of return to school: _____

Total number of school days missed: _____

Please explain the exceptional circumstances that make it necessary to take leave in term time, please attach any supporting documents and include all the information you wish to be considered (continue on a separate sheet if necessary).

Do you expect to be applying for any more leave of absence this academic year?

I am requesting for the pupil named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to further action, including the issue of a penalty notice.

Name of parent/carer making application: _____

Signed: _____

Date: _____

Please return the completed form to school at least 14 days before the requested date for leave to allow sufficient time for this request to be reviewed. Please do not make any arrangements until you know that the school will authorise your child's absence.