



Traditional **Values** Contemporary **Aspirations** Creative **Curiosity**

PARENTAL APPLICATION FOR LEAVE OF ABSENCE

Dear Mr Sprakes

I would like to take my child, named below, out of school for the purpose of a family holiday, which will take place during the following period:

First Date: ___ / ___ / ___ **Last Date:** ___ / ___ / ___

Total number of school days absent: _____

Reason for taking a family holiday during the school term:

I am aware that this request will be granted only at the discretion of the Headteacher and that poor attendance may result in prosecution.

Pupil Name: _____ **Tutor Group:** _____

Address: _____

Signed: _____ (parent) **Date:** _____

Parent Name: _____ (please print clearly)

Please return this form to the Attendance team

Please do not write below this line

For office use only:

Date Application Received _____ **Noted by ALO:** _____

Total Days On This Application: _____ **Total Days Taken This School Year:** _____

Total days Authorised: _____ **Total Days Unauthorised:** _____ **Letter sent:** _____

