



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 Head of School and that poor attendance may result in prosecution.

Pupil Name: _____ Tutor Group: _____ House: _____

Address: _____

Signed: _____ (Parent/Carer) Date: _____

Parent/Carer Name: _____ (please print clearly)

This form must be returned to the Attendance Office.

Please do not write below this line

For office use only:

Date Application Received: _____ Code: _____