



SKELTON SCHOOL

APPLICATION FOR LEAVE OF ABSENCE

Authorisation for absence can only be given by the school. This form needs to be completed and returned to the Headteacher at least two weeks before the first day of the planned absence.

Schools are required to refuse requests for holiday absence in term time and headteachers may grant a leave of absence in **exceptional circumstances only**.

Your child's current attendance for this academic year is as follows:

Possible attendances ..... Sessions present ..... Sessions absent ..... Attendance .....

I request permission for my child .....to be absent from school from .....to..... for the following reason.....

(Please note that if leave is requested due to employment restrictions, this request form MUST be accompanied by a supporting letter from your employer)

Signed..... Date.....

Copy to be returned to parent:

Child's name.....

Planned absence from.....to.....

The absence from school has been authorized / unauthorized.

Signed..... Headteacher