



HIPSWELL CHURCH OF ENGLAND PRIMARY SCHOOL APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES

Name of pupil(s)

Name of parent

Address

Telephone

I request permission for my child to be absent from school

From To **Total number of school days**

I have attached a letter from my employer supporting my application. Yes/No

My employer will send a letter/email to support my application. Yes/No

Exceptional Circumstances for Request

This section must be answered in full by parent/carer. Please attach additional sheets if required.

Signature of parent/carer Date

FOR SCHOOL USE ONLY

Current Attendance:

This is:

Excellent Above average Average Below Average Poor

I have considered carefully your request for leave in term-time and on this occasion I will/will not be authorising your child(ren)'s absence for the following reason (s):-

Seen by Headteacher (signature): Date:

Decision reached: Date reply returned: