



REQUEST BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil’s Name Class

Home Address

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the circumstances that make it necessary to have a holiday in term time?

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Do you expect to be taking any more term time holidays this academic year?

.....

I make application for my child 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 the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO head@longhill.org.uk GIVING AT LEAST 4 WEEKS’ NOTICE OF

INTENDED ABSENCE Please do not book your holiday until you know that the school will authorise your child’s absence