



# BRAMLEY VALE PRIMARY SCHOOL

Every Child Every Day

## LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE – The Education (Pupil Registration, England, Amendment) Regulation 2013 state that head teacher’s should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) ..... Year Group .....  
..... Year Group .....  
..... Year Group .....

Childs Address.....  
.....

Name of Applicant(s) and Address (if different) .....  
.....

I/We wish to apply for our child(ren) to be absent from school for **exceptional circumstances** on the following dates.

From ..... To .....

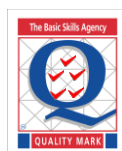
Total number of days our child(ren) will be absent from school .....

Please supply in as much detail as possible the reason for you request and why you feel it is **exceptional circumstances**. Please indicate the names of the adult(s) who will be with your child(ren) during their absence from school.

Signed (both parents if applicable) .....

Date .....

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED**





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**For School Use Only:**

Current Attendance this academic year ..... %

Previous academic year's attendance (if applicable) ..... %

Known reasons for absence in the last 12 months: .....

Sibling school contacted (if applicable)    Yes    /    No    /    N/A

**Head Teachers Decision:**

Authorised absence

Unauthorised Absence

Signed:.....

Letter sent to parents date: ..... Signed .....

Route letter sent (circle as appropriate)    with child    by hand to parent    by post

