

Leave of Absence Request Form



Head Teachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Head Teacher who determines the number of days a child can be away from school if the leave is granted. At Brockwell Juniors requests may be put before a panel including Head, Senior Teacher and Governor. Each case is considered individually.

Date of Application - _____

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|---|--|
| Name of Child _____ | Date of Birth _____ Class Teacher _____ |
| Address _____ _____ | |
| Absence Requested from date _____ to date _____ Number of school days _____ | |
| Reason for Leave of Absence request _____ _____ _____ _____ _____ _____ _____ _____ | |
| Please continue on the back of this form if more space is needed. | |
| All Parents / Carers requesting the leave are asked to sign below. Usually this means all parents living at the child's home address. | |
| Parent _____ | Signature _____ |
| Parent _____ | Signature _____ |

Have there been any other Leave of Absence requests for this child in this school year?
Yes / No Please give dates _____
How many days out of school _____

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|---|
| For Office Use only |
| Child's attendance for the year up to the date of LOA Request _____ |
| Child's attendance for the previous school year _____ |

