

**PARENT'S SECTION (NB application must come from the parent with whom the child normally resides (please attach additional sheets if necessary))**

Surname of child:  First name of child:

Date of Birth:  Year/Form:

Surname of Parent/Carer:  First name:

Relationship to child:  Are there any siblings applying for leave?

Home address:

Telephone number:  Mobile number:

Email address:

Please provide information regarding the exceptional circumstances supporting this application for leave:

Length of absence: (number of school days)  Destination:

Date of departure:  Date due back in school:

Emergency UK telephone contact name and number:

Employer details  
If you are stating work commitments as an Exceptional reason for Requesting leave, please Complete this section and Attach any evidence you have Showing why leave cannot Be taken during the School holidays.

Name: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**SCHOOL SECTION**

Date application received:  Pupil's % attendance

Date of meeting with parent(s) if applicable:

**About the request:**  
Leave request approved? YES  NO

Parent(s) informed of consequences of taking unauthorised leave? YES  NO

Reason for decision:

Headteacher signature: