



# PUTTERIDGE PRIMARY SCHOOL



## Request for leave of absence from school during term time

*This should be completed before booking any travel arrangements*

### To be completed by the Parent/Guardian

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence From \_\_\_\_ / \_\_\_\_ /202\_\_\_\_ To \_\_\_\_ / \_\_\_\_ /202\_\_\_\_ No. of school days \_\_\_\_\_

Reason for application \_\_\_\_\_

\_\_\_\_\_

***If leave is to be authorised, the following must be completed and proof attached – tickets, booking confirmation etc, Leave will not be considered if this is not provided.***

Travelling abroad? Yes/No\* Country \_\_\_\_\_ Return date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### 1<sup>st</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

#### 2<sup>nd</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

#### ***I have read the schools leave of absence policy document***

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

#### ***For schools use only***

Current attendance \_\_\_\_\_ No of term days requested \_\_\_\_\_

Previous term time leave, dates and number of days taken \_\_\_\_\_

***Agreed/Not agreed\**** Date of letter/email confirming the decision sent to parent \_\_\_\_\_

Reasons \_\_\_\_\_