

Application For Leave of Absence

Please complete this form (one for every child it applies to), if you want to take your child out of school during term time.

The form should be returned to the School Office no less than three weeks before the date when you want the period of absence to start, stating your reasons for needing to take your child out of school.

Parents/carers should not expect leave of absence to be granted as of right. Leave would not normally be granted if it coincides with school tests or SATs.

The conditions under which leave of absence for term-time holidays may be granted are contained in the school's policy and the statutory guidance underpinning it.

I, _____ (Name of the parent(s)/carer(s) making this request),
would hereby like to request leave of absence for my child, _____ (Name of
child) from (Date of first day of absence) _____ to _____
(Date of the last day of absence).

Please fully explain the reason(s) for this request:

Christ Church school will / will not be able to authorise this absence.

Signed _____

Date _____