



Kingsfield First School

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL Please complete a separate form for each child

Full Name of Child:	Class:
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Dates of Absence: _____ To _____

Have you any other children in the Biddulph Pyramid of schools for whom you have also requested leave of absence?

Yes No

School: _____ Agreement reached: Yes No

Reason for application: **Please be as specific as possible regarding your request, particularly if you require us to consider your application due to exceptional circumstances. Please be aware that family holidays during term time are no longer authorised. This form still needs to be completed in order to communicate formally our decision.**

Signature of person with parental responsibility: _____

Print: _____ Date: _____

OFFICE USE ONLY		Current Attendance <input type="checkbox"/>
Request seen by Headteacher	Y/N	
Authorisation granted	Y/N	
Letter to be generated	Y/N	
		Date: _____

Please return to school office and a letter will be sent to you either authorising the holiday or declining authorisation.
We will carefully consider your application and take into account the nature of the leave of absence request (exceptional Circumstances).



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