



Loving for today,  
Learning for tomorrow,  
Forever in faith

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Headteacher



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# Application for Leave of Absence

## Granting leaves of absence

Only exceptional circumstances warrant a leave of absence. We consider each application individually taking into account the specific facts, circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil(s) can be away from school.

As headteachers should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

**You can be fined for taking your child on holiday during term time without the school's permission.**

Name(s) of child(ren) .....

Period of absence

From: .....

To: .....

Reason for absence .....

Any exceptional circumstances  
.....  
.....  
.....

Parent/Carer .....

Date .....

*The headteacher will respond in writing to your application shortly.*

Jesus Christ is the same yesterday and today and for ever.  
Hebrews 13:8