



# APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL



All absences known about in advance, must be requested using this form (one per child)

Applications can only be made by parents/carers.

Requests for leave of absences should be submitted to the school no less than 2 weeks prior to the start date.

**Please read the following information prior to completing the form:**

Please be aware that leave of absence requests for the circumstances below, will not be authorised:

- Absences which have been requested without supporting information
- Absence due to family special occasions/events or child care related circumstances
- Absence due to day trips and holidays in term-time

Circumstances eligible for consideration by the Headteacher:

- Medical or dental appointments which unavoidably fall during school time; evidence is required
- Religious or cultural observances
- Family emergencies
- Other personal exceptional circumstances

<b>Full name of child</b>				<b>Year group</b>		<b>Class</b>	
<b>Home Address</b>							
<b>First date of absence</b>		<b>Last date of absence</b>		<b>Total number of school days impacted</b>			
<b>Exceptional reasons for application</b>							
<b>Has leave of absence been taken during term time before?</b> <i>(Please provide dates if applicable)</i>							
<b>Will you also be requesting leave of absence from another City of York school for a sibling? If so, please provide sibling(s) name and school details:</b>							

*Continued overleaf*

<b>Print name of parent/carer:</b>	<b>Signature of name of parent/carer:</b>	<b>Date form submitted:</b>
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Please note that all parents/carers, of the child named above, should be made aware of any absence request prior to its submission to school. Thank you.

**FOR OFFICE USE ONLY**

**Headteacher Response**

<b>Date Form Received by School Office</b>			
<b>Attendance YTD</b>	<b>Attendance during previous years</b>		
	<i>Reception</i>		
	<i>Year 1</i>		
	<i>Year 2</i>		
	<i>Year 3</i>		
	<i>Year 4</i>		
<b>Number of unauthorised sessions within the last 12 school weeks</b>			
In line with the school's attendance policy and local and national attendance expectations:			
<input type="checkbox"/>	The absence is authorised.		
<input type="checkbox"/>	The absence is marked as unauthorised with no further action taken.		
<input type="checkbox"/>	The absence is marked as unauthorised and further action will be taken.		
<b>Reason for decision</b>			
<b>Headteacher signature</b>		<b>Date</b>	