



THE DOWNLEY SCHOOL

Application for Leave of Absence

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

I request permission to be granted Leave of Absence from the school's Headteacher for my child:

Pupils Name.....Class.....

Proposed dates / times of absence:

From.....

To.....

Please circle relevant reason below and give details and reasons for proposed absence:

Medical / School Visit / Other

Signature of Parent/Carer.....Date.....

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher before submission. Please note that the school is not able to authorise any holidays requested during the school term time, except in the most exceptional or extenuating circumstances. If you choose to take your child out of school during this time, such absences will be marked as unauthorised leave.

For office use:

Academic Year

Percentage attendance

Total number of absences to date **(authorised)** **(unauthorised)**

Request authorised [] Request unauthorised []

Headteacher signatureDate.....

Reason