

Warden Hill Junior School



Request for Leave from School during Term Time

This should be completed before booking
any travel arrangements.

Issued with the school's Leave of
Absence Policy.

To be completed by Parent/Guardian

Child's Name: _____ Class: _____

Address: _____

D.O.B.: _____

Reason for Application:

Where are you planning to travel to? _____

Date of Absence Request:

From: _____ To: _____

Number of school days: _____

Return to School on: _____

Parent/Guardian Details

Name: _____

Address: _____

Contact Number: _____

Date of Application: _____

Parents must contact the school if anything delays the child returning to school when expected.

REQUESTS FOR LEAVE OF ABSENCE WILL NOT NORMALLY BE GRANTED FOR THE PURPOSES OF A HOLIDAY.

LEAVE OF ABSENCE WOULD ONLY BE CONSIDERED IN ALTERNATE YEARS AND NOT IN YEAR 6 BEFORE SATS.

I have read the school's Leave of Absence Policy

Signature: _____

Date: _____

For school use only

Current Attendance this year _____ %

Authorised absences: _____

Unauthorised absences: _____

Previous requests for term time leave and days taken

Return date entered on school e-diary

Decision:

Discussed with parents:

Signed: _____ Date: _____

If travelling abroad, please provide copies of travel documents

Abroad? Y/N Country: _____

Return date: _____ Proof of return Y/N

Follow up discussion with child