



## Application for Authorised Leave of Absence

Name of Pupil: ..... Class: .....

I wish to apply for my child to be absent from school

from: ..... to: .....

Reason for absence:

.....  
.....  
.....  
.....  
.....  
.....

Parent/Carer signature..... Date .....

Parent/Carer name (please print).....

**NOTE: This form is to be completed by the Parent or Guardian and forwarded to the Head Teacher of the School not less than 15 days before the proposed absence. Absence from school is not allowed unless approval has been given beforehand.**

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 prescribes the Headteacher may not grant any leave during term time unless there are exceptional circumstances. In such cases the Headteacher can determine the number of days a child can be away from school if the leave is granted.

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### To Parent/Carer

Name of School: Riverside School

Name of Pupil: .....

Absence from school approved/absence from school not approved (delete as appropriate)

from: ..... to: .....

Headteacher signature: ..... Date: .....