



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

Full name of child				Year group		Class	
Home Address							
First date of absence		Last date of absence		Total number of school days impacted			
Exceptional reasons for application							
Has leave of absence been taken during term time before? <i>(Please provide dates if applicable)</i>							
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:							

Continued overleaf

Print name of parent/carer:	Signature of name of parent/carer:	Date form submitted:
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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

Date Form Received by School Office			
Attendance YTD	Attendance during previous years		
	<i>Reception</i>		
	<i>Year 1</i>		
	<i>Year 2</i>		
	<i>Year 3</i>		
	<i>Year 4</i>		
Number of unauthorised sessions within the last 10 school weeks			
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.		
Reason for decision			
Headteacher signature		Date	