



Application for Pupil Leave of Absence During Term Time

Applications must be submitted to the school office **at least 4 weeks** prior to the date/s of absence required

Full Name(s) of Child/Children

Year

_____	_____
_____	_____
_____	_____
_____	_____

Date(s) of Absence _____

Reason for Absence _____

Contact Details for Parent/Carer during absence:

Telephone _____

Email _____

Parent/Carer's signature _____

Date received by office _____

Please note that unless there are exceptional circumstances such absence will always be treated as unauthorised. Please also note that persistent absence/lateness can result in prosecution under the Fast Track Scheme now adopted by Greenwich Schools.

Decision: authorised / unauthorised absence

Comment:

Headteacher's signature _____ Date _____