



APPLICATION FOR PUPIL LEAVE  
OF ABSENCE FROM SCHOOL TO  
ATTEND OCCASION OTHER  
THAN HOLIDAY

Full name of child (ren) & class

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Address: \_\_\_\_\_

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Reason for application and date(s)

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Signature of parent(s)/carer(s)

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Date

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The head teacher will consider the following points before authorising leave:

1. The child's previous attendance history.
2. The age of the child (ren).
3. The child's stage of education.
4. The time of year (SATS or exams).
5. The nature of the absence.