



**APPLICATION FOR PUPIL LEAVE
OF ABSENCE FROM SCHOOL
FOR PARENTAL HOLIDAY**

Full name of child (ren)

Address

Reason for application and dates

Signature of parent(s)/carer(s)

Date

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.
6. Holiday already taken/granted within current academic year.
7. Whether the parents are restricted in terms of leave from their employer.