



St John of Jerusalem
Church of England Primary School

Pupil Application For Leave

Confidential

This form should be complete and by the Parent/Carer in advance of a child being absent from school.

Please note that the school policy states that holidays and absences from school will not be authorised and will be deemed as unauthorised absence against your child's attendance.

Pupils Name	
Year Group	

Date(s) for request of leave

From Date(s) of leave Day 1	To Date(s) of last day (if more than one)	Total Number of School Days
/ /	/ /	

Request of leave

Reason for application/Need to take child out of school during term time

Declaration

I, the parent/carers of the above named child would formally like to request the leave of absence from school during term time.

Parent/Carers Signature:	Date:
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For Office Use Only

Headteacher's Approval	Headteacher's Comments/Concerns/Observations
Teacher Informed <input type="checkbox"/>	
Attendance Officer Informed <input type="checkbox"/>	
Response to Parent <input type="checkbox"/>	
Headteacher's Signature:	Date: