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APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

Attendance. Name of Parent/Carer making application: Signed Date Head of Year to complete: Current attendance % Current achievement levels	Child/children's name(s) and tutorial(s)						
I wish to apply for my child to be absent from school during the following dates:- Date of last day at school Date of return to school Reason for absence from school: I make application for my child/children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or a summons for irregular school attendance. Name of Parent/Carer making application: Signed Date Head of Year to complete: Current attendance % Current achievement levels	Home Address						
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Head of Year to complete: Current attendance % Current achievement levels							
Current attendance % Current achievement levels	Date						
Current attendance % Current achievement levels							
Current achievement levels	Head of Year to complete:						
	Current attendance %						
Circuit.	Current achievement levels						
Signed: (Head of Year)	Signed:		(Head of Year)				

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL RECEPTION.
YOU MUST GIVE AT LEAST 4 WEEK'S NOTICE OF INTENDED ABSENCE.

