

PUPIL LEAVE OF ABSENCE FROM SCHOOL  
Kingswode Hoe School



**PUPIL LEAVE OF ABSENCE FORM**

Please note: taking your child out of school during term time is detrimental to your child's educational progress.

Full name of child: \_\_\_\_\_

Address:

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:

**I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.**

Signature of parent(s)/carer(s) \_\_\_\_\_

**Please note:**

Leave of an absence shall not be granted unless -

- (a) An application has been made in advance to the Principal by a parent or carer.
- (b) The Principal, or a person authorised by the Principal considers (following government guidelines) that leave of absence should be granted due to the exceptional circumstances relating to that application.

Your request for leave of absence from school during term time has been considered and has been agreed/not agreed

Signature of the Principal \_\_\_\_\_

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Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent or carer of the pupil.

Before completing this application, we would advise that you consider very seriously how the absences will affect your child's education. National statistics show all absence in any academic year does have a negative effect on attainment.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the pupil's records. As you may be aware, an accumulation of unauthorised absences may result in legal proceedings against you.