

MONKSHOUSE PRIMARY ACADEMY
APPLICATION FOR PUPIL'S LEAVE OF ABSENCE FROM SCHOOL

Parent/Carer to Complete

Government regulations state that pupils should only be absent from school in “exceptional circumstances”.

Every request for leave of absence during term time will be reviewed on an individual basis by the Principal.
 Absences during term time will only be granted in exceptional circumstances.

Name/s of pupil/s _____ Class _____

Name of Parent(s)/Carer(s) making the application _____

Who is taking the child out of school: _____

Reason for absence including any exceptional circumstances:

Start of absence _____ Date of return to school _____

Number of school days missed _____

Signed _____ Parent/Carer _____ Date _____

School Section

Current Attendance: _____ %

No. of Previous Applications _____

Leave coincides with start/end of term? YES/NO

Appointment with the Principal/SLT? YES/NO

Date: _____

Absence from School: Approved – Exceptional Circumstance / Not approved

Signed(Attendance Officer) _____ Date _____

Office Use

Absence advice letter issued: YES/NO

Date issued: _____

FPN Holiday warning letter issued: YES/NO

Date issued: _____

Scholarpack Updated: _____

Teacher advised: _____