**Thomas Johnson Lower School**

**Application for leave of absence for a pupil**

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| **Important information for parents/carers*** There is no automatic right to time off from school for holidays or similar events
* From September 2013, leave can only be authorised in ‘exceptional’ circumstances
* Holidays taken in term time without leave will be recorded as unauthorised absences in the register

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I wish to apply for leave of absence from school to be granted to:

Name of Child(ren)…………………………………………………. Class(es)…..………………………..

Date of proposed absence: From……………………………………To……………………………………

Reason for proposed absence………………………………………………………………………………….

Total days requested in this application

Total days taken previously this academic year

Circumstances that make this application exceptional:

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| **For School Use**Previous l.o.a. days Current attendance %Authorised? Yes/No Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature of Parent/Carer…………………………………………… Date…………………………………