



Application for Approved Leave of Absence (including family holidays during term time)

To: The Headteacher of Guillemont Junior School

Child's Name: Class:

I wish to apply for my child to be granted leave of absence:

from (first day of absence) to (last day of absence)

Total number of school days:

The reason for this request is

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(if the reason is to allow the child to go on a family holiday, please note the contents of the attached flyer and answer the following questions:

Are you the parent with whom the child normally resides? Yes/No

Has your child previously been granted leave of absence for a family holiday during the current academic year? Yes/No

If 'Yes', how many days leave were granted and why?

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The special or exceptional reasons why leave should be granted for a holiday during term time are as follows:

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Date: Signed: Parent

For school use only Approved/not approved

Signed: Headteacher Date: