



Application for Leave of Absence from School

If you wish to apply for your child to take leave of absence, please complete this form and return it to school at least two weeks prior to the event, with relevant proof of exceptional circumstance. Should the school not be provided with acceptable proof of exceptional circumstance, the headteacher will request an appointment to meet with you.

For completion by parent/carer

Name of Child			Class	
Name of parent				
Address				
Contact number				
Reason for request				
Date from		Date to (inclusive)		
Relevant proof of exceptional circumstance (Please attach relevant documentation)				

For completion by headteacher

Meeting with parent/carer required?	Yes / no	Proof of exceptional circumstance provided and accepted	Yes/no
Leave of absence approved	Yes/no		
Reason for refusing absence			
Signed		Date	

Any appeals against the decision should be put in writing and addressed to the Chair of Governors at the relevant Brontë Trust School.