



## REQUEST FOR AUTHORISATION FOR ABSENCE DURING TERM TIME OR EARLY DEPARTURE

### NOTES TO PARENTS/GUARDIANS

This form does not need to be used when leave of absence is sought for compassionate or medical reasons.

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave must come from a parent or guardian.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's record.

### TO THE HEADMASTER

I wish to apply for

NAME(S) OF CHILD(REN) \_\_\_\_\_ Year \_\_\_\_\_ House \_\_\_\_\_  
\_\_\_\_\_ Year \_\_\_\_\_ House \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### REASON FOR REQUEST:

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

AUTHORISED

SIGNATURE \_\_\_\_\_

NOT AUTHORISED

### COMMENTS:

**Please return this form to the school at least two weeks before the proposed absence.**