

HALLBROOK PRIMARY SCHOOL



Leave of Absence Request for Pupils

This application must be made in advance and must only be completed by the parent/carer with whom the pupil normally resides.

Applications for term-time family holidays, including occasional family days out, will be unauthorised and further action may be taken.

Please refer to the school's 'Attendance Policy' for further details.

PUPIL'S NAME	YEAR GROUP / CLASS
DETAILS OF ABSENCE REQUEST	
DATE(S) OF ABSENCE	
PARENT / CARER SIGNATURE	DATE REQUESTED (MUST BE IN ADVANCE OF DATE OF ABSENCE)

FOR SCHOOL USE ONLY

AUTHORISED / UNAUTHORISED	REASON IF AUTHORISED	
ATTENDANCE IMPROVEMENT OFFICER (Y/N)	% ATTENDANCE (previous academic year)	% ATTENDANCE (current academic year)
ABSENCE CODE	HEAD TEACHER'S SIGNATURE	