



## Ermysted's Grammar School

### Application for Leave of Absence During Term Time

This form should be completed by the parent/carer and returned to the school as far in advance as possible before the first date of the period of leave being requested. Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

Before making this application please refer to our Attendance Policy for more information.

Name of Pupil		Date of Birth	
		Form	
Address			
Leave of Absence Requested			
Start Date of Absence		Return Date to School	
Reason for term time absence request (please provide written evidence to support your request)			
Declaration			
I have read and understood the information on leave of absence in term time, unauthorised absences and penalty notices			
Name of Parent/Carer		Email Address	
Signed (Parent/Carer)		Date	

<b>FOR SCHOOL USE ONLY</b>			
The school has considered your request for leave of absence and your child's absences will be recorded as follows:			
Authorised		Unauthorised	
Signed			
Position			
Date			