



Hopton Primary School Leave of Absence Form

Leave of absence form:

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school AT LEAST TWO (2) WEEKS before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child).

Child's Full Name:.....

DOB.....Year Group.....Class/Form.....

Address.....

Period of Absence: From.....To..... (inclusive)

Reason for absence request

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time. Please continue on a separate sheet if necessary)

Reason Parent/Carer believes this is exceptional circumstances:

Name: _____ Relationship to child: _____

Signed: _____ Date: _____