



**Pitton Primary School**  
**Leave of Absence Request Form**

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet given out in September 2013 (and available on the website) which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren)

Class

Date of First Day of Absence

Date of Return

Number of Days requested

Exceptional Circumstances (reason) for Leave of Absence during term time:

.....  
.....  
.....

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

**For school use:**

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

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**NOTIFICATION OF DECISION FOR REQUEST FOR LEAVE OF ABSENCE**

Child's name ..... Class .....

Dates requested: from ..... to .....

Permission has / has not been granted.

Signed ..... Date .....