

DEEPING ST. JAMES COMMUNITY PRIMARY SCHOOL



APPLICATION FOR PUPIL'S LEAVE OF ABSENCE

Please note that due to Government regulations, holidays during term time will no longer be authorised unless due to exceptional circumstances. Therefore, please ensure a valid reason is given below for consideration.

Name of Pupil..... Class.....

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I would like to take my child(ren) out of school from.....2025/2026
to2025/2026 , for a total of school days, and apply
for leave of absence from school for my child(ren) for this period.

Reason for request of absence:.....
.....
.....

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

Name of Requester:.....

This form must be completed and forwarded to the Head Teacher of the school before the period of absence requested.

For completion by school office:

Approved absence total no. of days

Unauthorised absence total no. of days

Comments:

Signed.....(Headteacher) Date.....