



Priory School Leave of Absence Request Form

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF
ABSENCE FROM SCHOOL DURING TERM TIME**

(See guidance below and overleaf)

Pupil's Name

Tutor Group/Class

Home Address

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I wish to apply for my child to be absent from school during the following dates:

Date of first day of holiday Date of last day of holiday

Total Number of school days missed

Reason for absence from school

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(a) I understand the guidance provided overleaf and realise that permission will not be granted unless there are exceptional circumstances.

(b) I understand the guidance with regard to penalty notices (fines).

Name of Parent/Carer making application:

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL OFFICE GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE. YOU WILL BE INFORMED OF A DECISION AROUND TWO WEEKS BEFORE THE FIRST DAY OF ABSENCE.