



Leave of Absence Request Form



Please note due to changes in the law we are no longer allowed to authorise a Leave of Absence except in exceptional circumstances. South Hetton Primary School considers every request for a Leave of Absence but unless they are deemed exceptional they may not be granted.

Pupil Details	
Name	
Date of birth	
Class	
Address	

Leave of Absence Request Details	
Start date of requested Absence	
End date of requested Absence	
Return to school date	
Reason for holiday request	
Name of parent / carer (print)	
Signature	
Date	

For School Use		
Current attendance % (in current academic year)		
Previous holiday leave this academic year		
Does the holiday request time coincide with SATS / other examination periods		
Any mitigating / aggravating circumstances which indicate an absence should be authorised / not authorised?		
Given information above, and reason for request, is the absence approved?	YES	NO
Signature of Head Teacher		
Date		
Register Code to be used for this holiday *		

* **Register Code:**

- G** = Any holiday that has **not been agreed**
- H** = Family Holiday 10 days or fewer which **has been agreed**
- C** = Other Authorised Circumstances