

Carleton House Preparatory School



Application for leave of absence during term time.

Child (ren)'s Name: _____ Year _____

Dates for which leave of absence is requested:

From _____ to _____ No. of school days: _____
(1st day of absence) (Last day of absence)

Reason for leave of absence: _____

Has leave of absence been previously granted during the current academic year? YES/NO

If YES, please give the details of the dates of the holiday:

From _____ to _____ No. of school days: _____

Please give the reasons which prevent this leave of absence taking place during a school holiday period.

(You may wish to attach a separate letter to support your request)

Date _____ Signed _____ (parent/guardian)

For school use only:

Level of attendance during last academic year current academic year

Date of previous authorised holidays.....

Other relevant information

.....

Leave of absence approved/not approved (delete as appropriate)

Date _____ Signed _____

For parents' information:

Child(ren)'s Name _____ Class _____

Leave of absence has been approved / not approved (delete as appropriate)

Signed _____ Date _____

One holiday of a maximum of 5 days will be considered for an authorised absence per academic year. Please note that classwork is not provided for children removed from school for a holiday during term time.