



Application for Leave of Absence

You should not normally take your child on holiday in term time. It can be disruptive to both the child’s learning and to the school. The Academy is only able to consider holidays in term time where both:

- The application is made to the Principal in advance of the holiday by a parent the child normally lives with
- There are exceptional circumstances.

Applications should be made as far in advance of the holiday as possible and you should speak to the academy before you book.

Green Lane Primary Academy will not grant permission for leave of absence for holidays during term time. However, if you feel that there are exceptional circumstances around the holiday request, please submit your reasons in writing in the space provided below.

Name of child/ren	Class

Reason For Leave of Absence Request

Dates of Proposed Absence

First day of absence from the Academy: _____ (DD/MM/YYYY)

Last day of absence from the Academy: _____ (DD/MM/YYYY)

Total number of days: _____

Not including weekends/academy holidays or training days

Signed: _____ **Parent/Guardian** **Date:** _____

For office use only

Current percentage attendance _____ **Authorised** ____ **Unauthorised** ____

Principal’s Signature: _____ **Date:** _____