



Application for Leave of Absence from School during term time

Child's Name:		Date of Birth:	
Class:		Year:	
First date of absence:		Last date of absence:	
Number of school days absent:			
Exceptional circumstances resulting in the request for this absence: (Further evidence may be attached to this form)			
Name of adults attending the trip:			

Main Parents/Carers (with parental responsibility)

Full Name:	
Relationship to the child	
Full address and postcode:	
Signature:	
Date:	

Parent/Carer details (if parents live separately)

Full Name:	
Relationship to the child	
Full address and postcode:	
Signature:	
Date:	

Sibling's Name		Sibling's School (if not AJS)	
Sibling's Name		Sibling's School (if not AJS)	
Sibling's Name		Sibling's school (if not AJS)	

For school use only:

Total number of sessions requested:	
Current attendance %	
Number of sessions authorised:	
Number of sessions unauthorised:	
Date decision/email sent:	
Headteacher signature:	
Date:	



Please scan the QR code for more information from Cambridgeshire County Council regarding school attendance and penalty fines.