

Emmaville Primary School



A leave of absence will only be granted in exceptional circumstances. Decisions made in relation to whether a leave of absence request is granted (authorised) or not (unauthorised) will be applied consistently and equitably.

Application for Leave of Absence during Term Time

A.	Pupil Details
Name:	
D.o.B:	
Class:	

B.	Leave of Absence Request Details
Start date of requested leave of absence:	
Return to school date:	
Number of days:	
What are the exceptional circumstances for your leave of absence request that you wish the school to consider?	
Name of Parent/Carer (print):	
Signature:	Date:

C.	For School Use
Pupil's current attendance%:	Previous LOA this academic year:
Is the LOA approved?:	Yes No
Signature of Headteacher:	Date: