



Consett Junior School

Leave of Absence Request Form

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. We will consider every request for leave in relation to the criteria below.

Childs name:	Date of Birth:
Address:	
Name of person making application:	
Relationship to child:	
First day of absence:	
Date of return to school:	Total Number of Days:
Reason for request: (for holiday in term time there must be exceptional circumstances given. The high cost of a holiday during the school holiday times will not be classed as exceptional circumstances) Only 5 days will be authorised.	
Signature:	Date of Application:
FOR OFFICE USE ONLY	
This Year's Attendance %	Last Year's Attendance %
Authorised Absence Days	Unauthorised Absence Days
Signed:	Position: Headteacher
Date:	
