

# Branston Junior Academy: Application for Pupil Leave of Absence (LoA)

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| **Pupil Name** | **Class** |
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I would like to request a leave of absence from school, for the child(ren) detailed above, for the following period:

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note, Headteachers are unable to grant any leave of absence unless there are exceptional circumstances.

Parents are also not permitted to remove their children from school during term time for a family holiday and if they do, any such absence will be registered as unauthorised.

Please provide details explaining your request for a pupil leave of absence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

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***For School Use:***

*Current attendance of pupil(s): \_\_\_\_\_\_%*

*Attendance Code to be used for this LoA request:*

*Any further actions to be taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*