

	<h2>LEAVE OF ABSENCE REQUEST FORM</h2>	[Insert school logo]
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Please understand that following changes in 2013 to the Education Regulations 2006, schools are only able to authorise holidays in term time under exceptional circumstances. Before completing this form, please read the SAST Attendance Policy (available at www.sast.org.uk) and your child's school procedures document (available via the school office or school website). Signing this form will be taken as confirmation that you have done so. Please include the names of any siblings who attend other schools, for whom you are also applying for leave for from that establishment. On completion of the form please return it to the school office (SAST primary schools only) or your child's Head of Year (SAST secondary schools only).

I confirm that I am the legal parent/carer of (pupil's name) and I have read and understood the current SAST Attendance Policy.

Signed..... Parent of.....

I would like to take my child/ren out of school on the following dates:

from	To inclusive
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The reason I am requesting this holiday be taken in term time is because:-

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Child's Name	Class/Year/Name of other school	Office Use Only
		Current attendance %

LEAVE OF ABSENCE REPLY SLIP

Thank you for submitting your recent request for leave of absence. I have given the matter due consideration and made my decision based on our current Attendance Policy.

Leave is Authorised / Unauthorised (delete)

Reasons/Notes		
Signed		Headteacher