

**Application for Leave of Absence during**

**Term Time**

 **OUSTON PRIMARY SCHOOL – LEAVE OF ABSENCE REQUEST FORM**

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| **A. Pupil Details** |
| Name: |  | DoB: |  |
| Address: |  |
| Class / Form: |  |

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| **B. Leave of Absence Request Details** |
| Start date of requested leave: |  | End date: |  |
| Return to school date: |  | No. 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 **FULL** name): |  |
| Signature:  |  | Date: |  |
| Name of parent / carer (print **FULL** Name): |  |
| Signature:  |  | Date: |  |

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| **C. For School Use** |
| Current attendance %: |  |
| Previous LOA this academic year: |  |
| Does the LOA request time coincide with SATS / other examination periods: |  |
| Any mitigating / aggravating circumstances (Including any ongoing medical issues): |  |
| Child’s current / potential level of attainment? |  |
| Is the LOA approved?: | **YES** | **NO** |
| If **YES** - Number of days to be authorised for this LOA application:  |  |
| Signature of Head Teacher: |  | Date: |  |
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**\* Full list of absence codes overleaf**

**\* Leave of Absence Frequently Asked Questions overleaf**