



AVALON SCHOOL

Pupil Application for Leave During Term Time

PUPIL DETAILS

Name:	
Class:	
Date of Birth:	
Address:	

ABSENCE REQUEST DETAILS

Start date of requested absence:	
End date of requested absence:	
Return to school date:	
Reason for absence request (attached evidence if applicable):	
Name of Parent/Carer:	
Signed:	
Date:	

FOR SCHOOL USE ONLY

Comment by Headteacher:	
Headteacher Signed:	
Date:	

**HOLIDAYS DURING TERM-TIME ARE NOT AUTHORISED
(unless there are exceptional circumstances which school will consider)**