BULPHAN CHURCH OF ENGLAND ACADEMY
A REQUEST FOR LEAVE IN EXCEPTIONAL CIRCUMSTANCES

When parents wish to request leave they must complete a form and hand it into the School Office at least **14 days** before the leave is due to start. You can view our full Attendance Policy on the school website.

Name of child/children: _____

Year group:_____

Start date of proposed absence: _____ Return to school date:_____

Total number of days absent from school:_____

Reason for absence/purpose of trip and reason why the absence has to be in term time:

Signed_____ Date:_____

Name of child/children: _____

Your application for leave of absence from…….to…….. has been:

a) Approved by the governors b) Refused for the following reason(s):

……

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Signed_____(Headteacher/Chair of Governors) Date…….

'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105