

**Sunderland City Council**



**Application for Leave of Absence during Term Time**

Name of Pupil: \_\_\_\_\_ DoB: \_\_\_\_\_

Class: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

My child would be absent from school:

From \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

To \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Total number of school days:

Reason for absence:

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

The Department of Education made important changes to the law and it is clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher will now consider this application carefully and will write to you with a decision. If the leave is not granted and you still take your child away from school then you must understand that this will result in your child being marked **unauthorised absent** for the period of absence.

Signed: \_\_\_\_\_ (Person with Parental Responsibility)

Relationship to Child: \_\_\_\_\_