



Request for leave of absence from school during term time

This should be completed before booking any travel arrangements

To be completed by the Parent/Guardian

Pupil's Name _____ Class _____

Address _____

Date of birth _____

Date of absence request from ____ / ____ /20 ____ to ____ / ____ /20 ____

Reason for application _____

1st Parent/Guardian details

First name _____

Surname _____

Address _____

Telephone _____

Date of application ____ / ____ /20 ____

2nd Parent/Guardian details

First name _____

Surname _____

Address _____

Telephone _____

Travelling abroad? Yes/No Country _____ Return to school date ____ / ____ / ____

Please note that proof of return date is required to authorise absence (e.g. outbound/inbound tickets)

I have read the schools leave of absence policy document

Parent/Guardian signature _____ Date _____

Name _____

For schools use only

Current attendance _____ No of term days requested _____

If the child has had previous term time leave, please state dates and number of days taken

Leave agreed/Not agreed Date of letter confirming the decision posted to parent _____

Reasons _____

Has proof of flight been provided Yes/No

Please note Luton Borough Council may issue a penalty of £80 when unauthorised leave is taken.