



**Kingston Park Academy Leave of Absence Request Form**

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF  
ABSENCE FROM SCHOOL DURING TERM TIME**

**Pupil's Name**.....

**Year Group/Class** .....

**Home Address** .....

**I wish to apply for my child to be absent from school during the following dates:**

Date of first day of holiday ..... Date of last day of holiday .....

Total Number of school days missed .....

Reason for absence from school .....

(a) I understand the guidance provided overleaf and realise that permission will not be granted unless there are exceptional circumstances.

(b) I understand the guidance with regard to penalty notices (fines).

Name of Parent/Carer making application:

Signed ..... Date .....

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL OFFICE GIVING AT  
LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE. YOU WILL BE INFORMED OF A  
DECISION AROUND TWO  
WEEKS BEFORE THE FIRST DAY OF ABSENCE

