ENABLE TRUST
PUPIL ABSENCE REQUEST AUTHORISATION

Leave of absence is not an automatic entitlement and can only be authorised at the discretion of the Headteacher. The Headteacher will consider the reasons for the request, the effect on the continuity of the child's learning and his/her overall attendance. Parents are therefore advised not to make any requests for leave of absence/ holidays in term time, unless in exceptional circumstances.

PARENT/CARER TO COMPLETE THIS SECTION:	
Name of Child:	Class/ Tutor Group:
Dates requested:	
Number of **school** days requested:	
Reason:	
Have you applied for any other leave of absence in this academic year? YES / NO	
Signed Parent/Carer	Dated:

HEAD TEACHER TO COMPLETE THIS SECTION:	
Your request is **approved and the** absence as outlined above is **authorised.** Your request is **not approved.** The absence outlined above has **not been authorised** Your request is not approved for the following reason: -	
Signed: Head Teacher	Dated: