



King's Oak Primary School

Oak Road, Bedford, MK42 0HH

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Headteacher: Mrs Ali England

Visit our website: www.kingsoakprimary.co.uk

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

Parents/Carers must be aware that leave of absence can only be authorised by the Headteacher in exceptional circumstances.

In order to be considered please give details of request below:

Childs full name:			
Year		Class	
Childs date of birth:			
Address:			
Period of absence requested	From		To
Reason for requesting (exceptional circumstances must be explained and evidence provided):			
Your name:		Your relationship to the child:	
Your signature:		Date application submitted:	

Parents/carers must be aware that if you take a holiday without schools permission **or** if your child fails to return by the agreed date this will be recorded as unauthorised absence and noted on your child's records. If the absence is 10 days or longer then the Education Welfare Service will be contacted. If the child remains absent for a further 10 days following the initial period then **your child will be taken off roll** and the EWO notified.

School Use Only

Application for leave during term time holiday

Permission has/has not been granted for to be absent for

From:..... To:..... (inclusive)

Signed:..... Dated:.....

Headteacher