

DBS Application for Absence in Term Time

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave. This completed form should be handed in to school reception.

PARENTS SECTION (to be completed first)

Surname (of Child)				First name (of Child)	
Class:				Year Group:	
Surname (of Parent/Guardian)				Firstname (of Parent/Guardian)	
Email address:				Contact Number:	
About the request for your child's absence of leave.	Reason for absence during term time.				
	Would (s)he miss any test/exams?				YES/ NO
	Is his/her attendance already below 90% (or other agreed target)?				YES/ NO
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)				YES/ NO
Length of absence (school days)		From (date)		To (date)	
Parent's/ Guardian's signature					

SCHOOL SECTION

Absence During Term Time	Approved	Not Approved
Key Stage Leader Signature		
Head Teacher Signature		
Principal Signature		
Number or Previous Days off		

M	Medical Reasons	H	Family Holiday
R	Religious Observance	F	Compassionate Reasons
P	Approved Sporting Activity	O	Other Authorized Circumstances

iSams Updated	Email Sent
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