



Joining together
to build our future



Brampton Primary School
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Mr K Reid
Headteacher
B.Ed. (Hons), NPOH

Application for leave of absence during term-time

Please complete this application form **at least one week before the start of absence** and return to the school office.

Once the office receives the form, **please allow 72 hours for the request to be processed.**

This school's policy is not to authorise leave of absence during term-time. Any applications for leave in term-time must be made in writing to the Headteacher. The Headteacher may not grant any leave of absence during term-time unless there are exceptional circumstances and evidence is provided. Please note that evidence from abroad is not accepted. If the leave is granted the Headteacher should determine the number of school days a child can be away from school. In this school that discretion will only be exercised in the most exceptional circumstances.

Date of application: _____

Child's name: _____ Year: _____ Class: _____ Attendance: _____

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Child's name: _____ Year: _____ Class: _____ Attendance: _____

Start date of absence: _____

Date of return to school: _____

Number of days requested: _____

Reason for absence: _____

I agree to complete a holiday diary if requested by the Headteacher: Yes No

If a child is taken on holiday during term-time without obtaining the school's agreement a Penalty Notice will be issued as a result of this absence. You may also receive a fine if you delay your return from an extended term-time holiday without school agreement.

Parent/Carer Signature: _____

Headteacher to complete within 72 hours

Absence authorised

Absence unauthorised
(Year 2/6 or over 10 days)

Headteacher's remarks: _____

Time Received: _____

School Received Date Stamp:

Office Staff Signature:

Holiday diary to be given: YES NO

Headteacher's signature: _____