

## Application for Leave of Absence

Bel Royal School, in line with the Education Department, do not authorise leave during term time except in **exceptional circumstances**.

Student's full name:	
Year	

<b>Number of school days requested:</b>	Days in total:	First day of absence:	Return date to school:
<b>Reason for request:</b> <b>(Please give as much detail possible)</b> If your reason is of a personal nature please call and speak in confidence with Mrs S Burton Head Teacher 01534 737193			
If any call is made to Mrs S Burton Head Teacher please record date and time of Call.			

Signed (Parent/Guardian) ..... Date .....

<b><i>For office use only</i></b>		
Attendance %	Current year:	Previous year:
Leave already taken	Current year:	Previous year:
Leave authorised: <span style="float: right;">YES / NO</span>		
Reason:		
Signed:	Date:	
Code on CMIS:	Parent informed: YES / NO	<i>Form Rtd / Email / Call</i>

**We strongly advise that parents do not book leave during term time**

**If UNAUTHORISED leave is taken this may result in further action being taken by the Education Welfare Service**

***Please complete and return to the School Office***