

# APPLICATION FOR LEAVE OF ABSENCE DURING TERM-TIME – SIXTH FORM ONLY (Exceptional Circumstances)



**William Hulme's Grammar School**  
The best in everyone™  
Part of United Learning

It is a requirement for parents/carers to obtain the permission of the Principal before removing their son/daughter from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and should not do so without prior arrangements with the Principal. **The Principal will only authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents/carers should **complete this form and return to school for consideration, giving at least 3 weeks' notice of the proposed absence and before committing to any expense.** Upon receipt of a request, the Principal will make a decision as to whether to authorise the absence, being mindful of government funding regulations. By definition, exceptional trips should not occur regularly.

<b>Student's Name:</b>			<b>Form:</b>		
I wish to apply for my son/daughter to be absent from school during the following dates:					
<b>Date of first day of absence:</b>				<b>Date of return to school:</b>	
<b>Total number of days:</b>				<b>Destination:</b>	
Please explain the exceptional circumstances that make it necessary to have leave of absence during school time: <i>(please continue overleaf if necessary)</i>					
I understand that if leave of absence is not agreed it will be treated as unauthorised and may lead to further sanctions.					
<b>Name of parent/carer making the application:</b>					
<b>Signed:</b>				<b>Date:</b>	
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO MISS VALVONA, GIVING AT LEAST 3 WEEKS' NOTICE OF INTENDED ABSENCE</b>					
You are advised not to take leave of absence until you know that the school will authorise your child's absence					
<b>For school office use only (Academic year 2020-21)</b>					
Attendance last academic year				School comments:	
Attendance this academic year					
Previous leave of absence					
Leave approved / Not approved					
Signed (Principal)					