

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.

Student's Name:			Form:		
I wish to apply for my child to be absent from school during the following dates:					
Date of first day of absence:				Date of return to school:	
Total number of days:				Destination:	
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.					
Name of parent/carer making the application:					
Signed:				Date:	
PLEASE RETURN THE COMPLETED APPLICATION FORM TO MISS VALVONA, GIVING AT LEAST 3 WEEKS' NOTICE OF INTENDED ABSENCE You are advised not to take leave of absence until you know that the school will authorise your child's absence					
For school office use only (Academic Year 2025-26)					
Attendance last academic year				School comments:	
Attendance this academic year					
Previous leave of absence					
Leave approved / Not approved					
Signed (Principal)					