



Application for Absence During Term-Time

(A separate application must be completed for each child)

Child's full name		Form:	
Period of absence: days		From (Date & Time):	To (Date & Time):
Please explain the special circumstances of why the absence MUST be in term time.			
Evidence of Interview/Appointment/Open Day attached <i>(applications will be rejected if not attached)</i>			
Name:		Relationship to child:	
Signed:		Date:	

Information for parents/guardians/carers:

- *This form is to be completed and returned to the Principal of Upton Court Grammar School before the period of absence.*
- *Retrospective requests for absences will not be authorised.*
- *Authorisation during examination/assessment periods and in the first term of any new school placement will not be granted.*
- *Leave will not normally be granted for students whose attendance is below the minimum of 95% at the time of the requested leave.*
- *For Y11, 12 and 13 only. No more than three requests can be made to attend interviews and open days for universities or other educational establishments.*

For school use:

Previous holiday checked?		Current attendance (%)	
Date Application Received in Front Office			
Request for leave of absence authorised by Principal?			