



**Haringey Council
Children's Services**
48 Station Road
Wood Green
N22 7TY



**Campsbourne School
& Extended Services**
Nightingale Lane
Hornsey
London
N8 7AF

**APPLICATION FOR PUPIL LEAVE OR ABSENCE FROM SCHOOL FROM RELIGIOUS
OBSERVANCE / NON-EXTENDED HOLIDAY OR EXTENDED TRIPS OVERSEAS**

Full Name of Child(ren):

Address:

Class(es):

Reasons for application and dates of leave requested:

Dates of leave period: _____ to _____

Anticipated date of return to school: _____

Signature of Parent/Carer: _____ Date: _____

Please print your name: Mr / Mrs / Ms _____

When considering your request for leave of absence, the Head teacher will take the following into account:

- **The child's overall pattern of attendance**
- **The age of the children**
- **The child's stage of education**
- **The time of year (SATs or exams)**
- **The length, destination and purpose of the holiday/visit and whether it is likely to be rare event in the life of the child**
- **The family circumstances and the parents reason for wanting to take their annual holiday during term time**
- **Any other factors brought to the attend of the school**

OFFICE USE ONLY:

NON EXTENDED HOLIDAY / EXTENDED TRIP OVERSEAS

Anticipated Date of Return:

Leave:

GRANTED

REFUSED

Percentage of past/current attendance:

Date:

Date reply sent to parent:

Signed:
Head Teacher