



Kingston- Upon- Hull Education Services.

ABSENCE OF PUPIL

From School on Annual Holiday.

This form should be completed by the parent and forwarded to the head of the pupil's school before the period of absence.

Name of Pupil: _____

Home Address: _____

School Attended: _____

Dates From: _____ to _____

Number of school days required: _____

Reason: _____

SIGNED: _____

PARENT/ GUARDIAN

Date: _____

A pupil may be granted leave of absence during term time **only** under exceptional circumstances. This is at the Heads discretion.

Annual Holiday Reply Slip

Your child's holiday absence will be Authorised/ Unauthorised.

Child's name: _____

Class: _____ School Days Required: _____

Requested dates : _____ to _____

SIGNED: _____ Head Teacher Date: _____