

If you would like to take your child out of school during term times you will need to make a formal request 10 days prior to the absence using this form. You do NOT need to make a formal request for medical appointments as an email will suffice.

Please return this form to the Attendance Officer or to [attendance@wyeschool.org.uk](mailto:attendance@wyeschool.org.uk)



**Wye School**  
The best in everyone™  
Part of United Learning

**Application for Exceptional Leave of absence during term time**

*To be filled in only by parent or carer*

Student Name \_\_\_\_\_

Tutor Group \_\_\_\_\_ Date \_\_\_\_\_

**I wish to apply for leave from school for my child for the following days:**

Leave date \_\_\_\_\_ (date/month/year)

How many academic days \_\_\_\_\_

Returning to School on \_\_\_\_\_ (date/month/year)

My proposed destination is \_\_\_\_\_ (date/month/year)

**Please give a full explanation of why this request for leave has been made:**

Name of parents/carers \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

**For office use only:**

- |  |                |
|--|----------------|
| <input type="checkbox"/> <b>Approved</b>     | Vice-Principal |
| <input type="checkbox"/> <b>Not approved</b> | Date: _____    |
|  | Signature      |

- 
- |   |                    |
|---|--------------------|
| <input type="checkbox"/> <b>Letter sent</b>     | Attendance Officer |
| <input type="checkbox"/> <b>Logged on Arbor</b> | Date: _____        |