

OAKLEIGH SCHOOL

Oakleigh Road North
Whetstone
London N20 0DH
Tel: 020 8368 5336
Fax: 020 8361 6922
Email: office@oakleigh.barnetmail.net



Headteacher: Mrs Ruth Harding

Application for Special Leave of Absence

As a parent / carer you should fill in this form if in the case of an exceptional circumstance you wish to take your child out of school for an extended period during term time. Please note family holidays during term time will not normally be authorised.

The Head or Deputy Head will want to discuss with you the arrangements which will need to be made.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence. It is also possible in certain circumstances that your child could be removed from the school roll and thereby have to find an alternative school.

I request that _____ be granted special leave of absence for an exceptional circumstance.

From (Date): _____ To (Date): _____

Reason: _____

My child will access education during the visit: **Yes / No**
(please circle)

If you have circled **Yes** please provide details: _____

Signature of Parent/Carer: _____

Date: _____

Signature of Head / Deputy Head: _____

Date: _____

