



**Owlsmoor  
Primary School**

**Owlsmoor Primary School**

Cambridge Road, Owlsmoor, Sandhurst, Berkshire GU47 0TA

office@owlsmoorprimary.com

01344 776642

**Headteacher:** Mr S Cope

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

**PLEASE NOTE THE FOLLOWING AND READ THE ACCOMPANYING NOTES FOR GUIDANCE BEFORE COMPLETING THIS APPLICATION.**

**Under The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school from granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application**

PUPIL NAME		DATE OF BIRTH		CLASS/YEAR	
HOME ADDRESS & POSTCODE					

FIRST DATE OF ABSENCE		LAST DATE OF ABSENCE		DATE OF RETURN TO SCHOOL		NUMBER OF DAYS ABSENT	
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Reason for Leave of Absence Request - <b>THIS SECTION MUST BE COMPLETED</b>

Name of the parent that the child resides with			
Mobile phone no.		Home phone no.	
Email address			
Parent/Carer signature		Date	

**OFFICE USE ONLY**

<b>FORM RECEIVED DATE</b>		<b>FORM ASSESSED DATE</b>	
EXCEPTIONAL REASON ACCEPTED	YES/NO	DATE OF PREVIOUS FPN REQUEST/S	
DECISION LETTER SENT DATE		FPN REQUESTED	YES/NO
HEADTEACHER SIGNATURE			DATE

**Where Everyone Matters**



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