



**Foundry
Lane**
Primary School

www.foundrylaneprimary.co.uk

FURTHER INFORMATION FOR REQUEST FOR LEAVE OF ABSENCE

Full name, address and telephone contact number for the person/people who are actually travelling with your child?	
Why is travel scheduled during term-time?	
Have you considered travelling during school holidays?	
If you are unable to travel during the school holidays please provide evidence of reason for travel. Eg: Medical appointment, Invitations, Employers Letter etc with this application	
Can you provide evidence of travel including return journey? If yes, please provide with this application	
Have you kept the period of absence to a minimum?	