



Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

Proposed Dates of Absence From: _____ To: _____ (Inclusive dates).

I request permission for leave of absence for my child:

Name: _____ Class: _____

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: _____ Date: _____

AUTHORISED The School agrees to your child being absent from school on the dates specified above. Please note that no other holiday requested will be authorised during this academic year.

UNAUTHORISED The School does not authorise your request for leave during term time in this instance.

Signed (Headteacher): _____ Date: _____

The completed form should be submitted to the Headteacher no more than one week before the proposed period of absence. The Head Teacher will carefully consider your request and may take your child's attendance record into account.

We will contact the County Attendance Team who may issue a penalty notice if your child is off for 10 sessions or more. This is in line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy. Please note that information in regards to term time holidays/leave of absences is available within the schools attendance policy and has been agreed by governors.