



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Important information for Parents/Carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance.
- Request for leave of absence should be sent to school no less than 6 weeks prior to the start of the holiday.
- Any requests for extended leave, ie. more than 10 school days will result in an interview with the Headteacher to look at options for ensuring continuity of education.
- This form must be completed by parents/carers before requests will be considered.

The Headteacher will consider the following points before authorising leave:

- The child's previous attendance history.
- The age of the child(ren).
- The child's stage of education.
- The time of year (Teacher Assessments).
- The nature of the trip (an exceptional experience).
- Holiday already taken/granted within current academic year.
- Where the parents are restricted in terms of leave from their employer.

I wish to apply for leave of absence from school to be granted to:

Name of child:

Class:

Date of proposed absence: From:

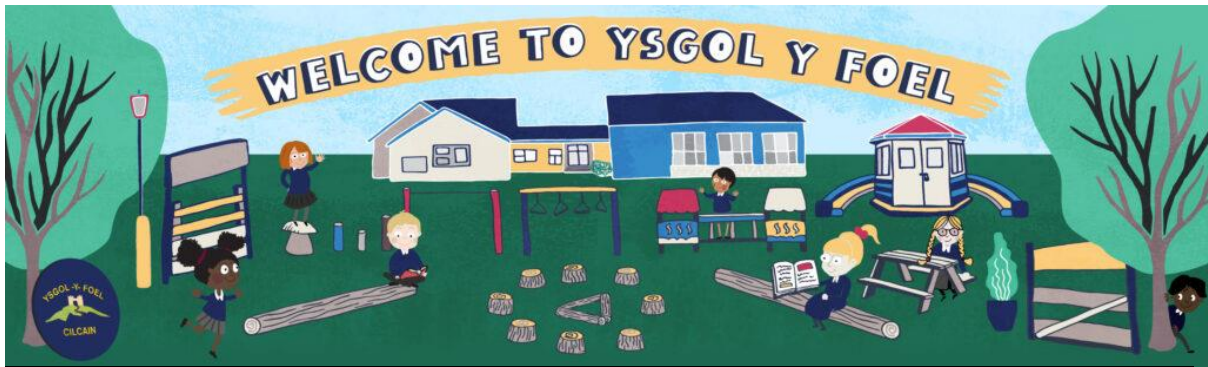
To:

Reason for proposed absence:

Total school days requested on this occasion:

Total days taken previously this academic year:

Signature of parent/guardian:



For school use only

Timetable checked?

Class teacher consulted?

Previous holiday checked?

Attendance %?

Interview offered to parent/carer? Yes / No

Date _____

Authorised? Yes / No _____

Date _____

N.B. Regulation 12 1981 states:

1. In pursuance of arrangements made by the Governing Body, on application by the parent, or other person having charge of a pupil, he/she may be granted leave of absence from school to enable him/her to go away on an annual family holiday.
2. Except in exceptional circumstances, a pupil shall not in pursuance of this Regulation be granted more than two weeks leave of absence per academic year.