Education Department

Application for Leave of Absence for Annual Holiday
Regulation 8 – Education (Pupil Registration) Regulations 1995

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

Name of School: **St Mary and All Saints C of E Primary School**

Proposed Dates of Absence: **From** _____ **To** _____ (_____days)

I request permission from the school's Governing Body for my Child/Children

Name(s):_____ in **Class(es):** _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian _____ Date_____

The completed form should be submitted to the Headteacher of your child's school **not less than one month before the proposed period of absence.** Parents are strongly advised to discuss the application with the class teacher before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examinations periods. In any case your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

Failure to seek permission in advance for a leave of absence for your child will result in the absence not being authorised by the school and may result in a Penalty Notice being served on you which incurs a fine of £50.00 or £100.00.

Thank you for your request for leave of absence, unfortunately this has been refused because:

Your child has a poor attendance record   ☐
This absence is for more than ten days   ☐
Your child has already had one annual holiday during term time   ☐
This absence request is during an assessment period   ☐
This absence request is at the beginning of a school term   ☐
No reason is given. Please submit a new form   ☐

OR

This absence request has been accepted   ☐   Signed …………………………………………. (Headteacher)

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Name(s)			
Year Group			
No of sessions (half days) school has been open in year to date			
Total no. of absences to date			
No of authorised absences to date			
No. of absences as authorised holiday to date			
% Attendance to date			
Number of days requested			
Number of sessions requested			