



Dear Parent/Guardian

Family Holidays in Term Time

Thank you for requesting a "Leave of Absence" form. Please complete and return the form below.

The law allows schools to authorize holiday absence of up to 10 days in any one year. In doing so, schools are required to consider each application on an individual basis. In reaching a decision, schools will consider:

- a) Time of year and examination timetable
- b) Overall attendance of pupil
- c) Age of pupil
- d) Any other relevant factors

Please note that parents do not have automatic right to withdraw pupils for holidays during term time. I would also ask, that on return from holiday, your child returns to school promptly.

Yours sincerely

Mr D George
Headteacher

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APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

I request that _____ (name of child) be granted leave of absence from
_____ (name of school) from _____ to _____
in

order to go on annual holiday.

Signature of Parent/Guardian _____ Date _____