

# APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

As a parent or carer you should fill in this form if you want to take your child out of school during term time to go on holiday.

After completing the form, please return it to the Headteacher of your child's school no less than 3 weeks before the date you want the period of absence to start. The conditions under which leave of absence for term-time holidays may be granted are contained in The Education (Pupil Registration) (England) Regulations 2006.

Schools will decide whether or not to authorise the leave of absence for a family holiday given extenuating circumstances. Permission will not be given if it applied for after the holiday has taken place.

I request that \_\_\_\_\_ (Name of child)

be granted leave of absence from Ponsbourne St. Mary's School.

From \_\_\_\_\_ 200\_\_ to \_\_\_\_\_ 200\_\_  
in order to take part in annual holiday.

Extenuating circumstances are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Signature of parent/carers)

(Date)

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Your request for Leave of Absence has been authorised/unauthorised.

Child \_\_\_\_\_