

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL FOR AN ANNUAL FAMILY HOLIDAY

Important Information For Parents/Carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record
- Requests for leave of absence should be sent to the school **no less than** 6 weeks prior to the start of the holiday
- Authorisation during SATs, GCSEs (including Mock Exams) and in the first term of any new school placement is **not likely** to be granted
- Any requests for extended leave, i.e. more than 10 school days, will result in an interview with a senior member of staff to look at options for ensuring continuity of education
- This form **MUST** be completed by the parents/carers before requests will be considered

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

Name of Child..... Form Group.....

Dates of proposed Absence: From..... To:.....

Reason for Proposed Absence.....

Total Days Requested On This Occasion

Total Days Taken Previously This Academic Year

Signature of Parent/Carer.....

For School Use Only

Timetable Checked? Form Tutor Consulted?

Previous Holiday Checked? Attendance %?

Interview Offered to Parent/Carer? Y/N Date:.....

Authorised? Y/NHead Teacher. Date:.....

N.B. REGULATION 12 of SCHOOLS REGULATIONS 1981 states:

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