

APPLICATION FOR LEAVE OF ABSENCE

Parents have the legal duty to ensure their child's regular attendance at school. Headteachers are under no obligation to authorise leave of absence. However, in extreme and exceptional circumstances, the Headteacher may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides. The application should be made at least two weeks in advance and parents are strongly advised to apply for leave of absence before they confirm any arrangements. Under no circumstances will absences in term time be authorised after they have happened.

You will be notified by the Headteacher of their decision.

To the Headteacher:

I wish to apply for leave of absence for:

Name(s) of child(ren) _____ Class _____
_____ Class _____
_____ Class _____

From _____ To _____ Number of School Days _____

Please give below the reason which prevents this holiday being taken during a school holiday period.

Signed _____ Date _____
(parent)

For school use only

Leave of absence authorised / not authorised

Signed _____ Date _____
(Headteacher)