

Reedings Junior & Fawbert and Barnard Infants School
Application for Leave of Absence

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

After completing the form, please return it to the headteacher of your child's school no less than 3 weeks before the date when you want the period of absence to start.

We follow the County regulations when considering requests for leave of absence (see below):

Changes to legislation make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, please complete this form and make an appointment with the Head teacher to discuss your application.

If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

I request that.....(name of child)

Class.....

Be granted leave of absence from.....

to.....

I enclose a supporting letter to outline the special circumstances that make it necessary for my child to have leave of absence

Signature of parent/carer.....

Date.....

Your request for leave of absence for

.....(name of child)

has been agreed/refused in line with DFES guidance. Thus any absence will be recorded as authorised/unauthorised in the pupil register.

_____ (Headteacher)

_____ (date)

If this application is refused, please confirm in writing if you still intend to take this unauthorised absence.