



LEAVE OF ABSENCE DURING TERM-TIME

Regulation 8 - Education (Pupil Registration) Regulations 1995

**PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS
DURING SCHOOL HOLIDAYS**

Proposed Dates of Absence from: _____ to: _____

I request permission from the school's Governing Body for my Child:

Name: _____ Class: _____

To be granted Leave of Absence for the above dates.

Please give Details and reason for the proposed absence:

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school **not less than one month before the proposed period of absence.**

Parents are strongly advised to discuss the application with the class teacher before submission.

If there are mitigating circumstances for the leave of Absence for the pupil this will be taken into account when considered by the Governing Body.

Please attach copies of any supporting evidence such as travel tickets, appointment cards and invitations.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case, any application to take holiday during term time will be followed up by the Education Welfare Officer with notification that prosecution may follow.

Having a good education will help give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.