

APPLICATION FOR LEAVE OF ABSENCE OF A SCHOOL CHILD

It is necessary for the approval of the School Governors to be obtained for a child's absence from school before the absence commences.

Parents do not have the automatic right to take their child out of school for a holiday. The school will consider each case individually, taking into account a child's overall attendance, before deciding whether or not to authorise the leave.

The parent or guardian is requested to complete this form and forward it to the Head Teacher two weeks before the proposed period of absence.

Child's name **Class**

I wish my child to be absent from school:

From to

Reason: (i.e. parents annual holiday, religious festival etc.)

.....
.....

Signature of Parent or Guardian.....

Date

NOTE: Not more than 10 days' leave of absence may be granted in any academic year.

The following section to be completed by the Head Teacher:

Absence from school **approved / not approved.**

Reason for absence not being approved (if applicable):

.....

Signed on behalf of the School Governors

.....

Date