



Education Department

APPENDIX 2

Application for Leave of Absence for Annual Holiday

Regulation 8 – Education (Pupil Registration) Regulations 1995

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

Name of School: _____ **Heritage House School** _____

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 reasons 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 (primary)/form tutor (secondary) before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

Having a good education will help to 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.

For office use:

Academic Year	
No. Of sessions (half day) school has been open in year to date	
Total no. Of absences to date	
No. Of authorised absences to date	
No. Of absence as authorised holiday to date	

✂

Application for Leave of Absence for Annual Holiday Reply Slip

Thank you for your request for leave of absence on

Your request has been approved

Your request has not been approved

Approved by Headteacher