



**APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY**

As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday. **The form must be returned no later than the half term prior to the holiday date.** Permission will not be given if it is applied for after the holiday has taken place.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg.8 of the Education (Pupils Registration) Regulations 1995 and sections 38-42 of school attendance: Policy and Practice on Categorisation of Absence 1994.

The school may decide whether or not to authorise leave of absence for a family holiday. Parents and Carers should not expect such leave to be granted as a right.

To be completed by Parent/Carer

I request that \_\_\_\_\_(Name of child) Class\_\_\_\_\_

Be granted leave of absence. (Please state reasons)\_\_\_\_\_

From\_\_\_\_\_To\_\_\_\_\_No of day's\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Carer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Carer (Block Capitals)

**LEAVE OF ABSENCE**

AUTHORISED/NOT AUTHORISED

FROM\_\_\_\_\_TO\_\_\_\_\_

SIGNED\_\_\_\_\_HEADTEACHER

\_\_\_\_\_  
DATE