

# 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 annual holiday.

After completing the form, please return it to the Headteacher no less than 2 weeks before the date when you want the period of absence to start.

Recent 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 you should discuss these with your headteacher. 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. Permission will not be given if it is applied for after the holiday has taken place.

*To be completed by Parent/Guardian*

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

**be granted leave of absence from Alban City School**

**From** \_\_\_\_\_ **To** \_\_\_\_\_

**in order to take part in an annual holiday. The exceptional circumstances for requesting absence are as follows:-** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

I give permission for \_\_\_\_\_ (Name of child) **Class** \_\_\_\_\_

**to be granted leave of absence from Alban City School**

**From** \_\_\_\_\_ **To** \_\_\_\_\_

**in order to take part in an annual holiday.**

\_\_\_\_\_  
Signature of Headteacher

\_\_\_\_\_  
Date

Please read the notes on the back of this form concerning 'Failure to return on the agreed date'.

### **Failure to return on the agreed date**

When granting leave of absence for an extended trip overseas, schools should ensure they have a date when the pupil will return to school.

### **Deletion from the Admission Register**

**The Education (Pupil Registration) Regulations 2007** – Regulation 8 (f), states that a pupil may be removed from the school roll if the following applies:-

‘In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with Regulation 7 (3), that the pupil has failed to attend the school within ten school days immediately following the expiry of the period for which such leave was granted, and the proprietor is not satisfied that the pupil is unable to attend the school by reason of sickness or any unavoidable cause.’