

Leave of Absence Application Form

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. ***The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.*** Headteachers should determine the number of school days a child can be away from school if the leave is granted.

To be completed by parent / carer

I would like to request permission for my child _____

to be have a leave of absence school between _____ and _____ (number of school days _____)

The exceptional circumstance is:

If the reason is that you are booking a holiday because your employer is unwilling or unable to give you (or your partner) leave during the school holidays, you must attach a letter from your employer stating this.

Signed

To be completed by school

Dear

I am **able** to authorise your request for _____ to be absent

between _____ and _____

A record of this absence will be kept in school.

Signed

or

Dear

I am **unable** to authorise your request for _____ to be absent
between _____ and _____

The reason for this is:

It is not considered to be an 'exceptional circumstance' []

You have not provided sufficient evidence that it is an 'exceptional circumstance' []

It is within the first 3 weeks of the academic year []

It within 2 weeks of the commencement or during important examinations []

Your child's current attendance is significantly below 95% []

Other reason _____

Signed

The local authority attendance team may issue a fine for unauthorised holiday.



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