

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

Proposed Dates of Absence From: \_\_\_\_\_ To: \_\_\_\_\_

I request permission from the School's Governing Body for my child:

**Name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

to be granted Leave of Absence for the above dates.

*Please give details and reasons for the proposed absence:*

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

Date: \_\_\_\_\_

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the form tutor before submission.

The Governing Body will consider your request. **Holidays taken during term-time are recorded as unauthorised unless there are exceptional circumstances for requesting leave of absence.**

*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	
Number of sessions (half day) school has been open in year to date	
Total no of absences to date	
Number of authorised absences to date	
Number of absence as authorised holiday to date	
Number of unauthorised absences	