

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.

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

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) Regulations 2006 and Sections 62 - 68 of the DfE publication **Keeping Pupil Registers 2008**.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place.

Normally, a pupil shall not be granted more than 10 school days leave of absence in any academic year.

I request that _____
(Name of child)

be granted leave of absence from

_____ (Name of school)

From _____ **To** _____ **20**____
in order to take part in an annual holiday

(Signature of Parent Carer)

(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 2006 -

Regulation 8 (f), states that a pupil may be removed from the school roll if the following applies -

(f) 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 —

(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.