

# APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY IN EXCEPTIONAL CIRCUMSTANCES

As a parent or carer, you should fill in this form if you are planning to take your child out of school during term time to go on an annual holiday.

Please return the form to the head teacher at your interview no less than 3 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. 8 of The Education (Pupils Registration) Regulations 1995 and Sections 38-42 of School Attendance Policy and Practice on Categorisation of Absence 1994. Permission can only be granted in "exceptional circumstances".

The head teacher will 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.

I request that \_\_\_\_\_ (name of child) Class \_\_\_\_\_ to be granted leave of absence from

**LEAVESDEN GREEN JMI SCHOOL AND NURSERY**

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

For the reasons stated below:

---

---

---

---

---

---

---

---

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Carer

Authorised/Unauthorised \_\_\_\_\_ Date \_\_\_\_\_

Comments:

---

---

CA \_\_\_\_\_