



APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY OR EXTENDED VISIT OVERSEAS

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term-time. If, however, it is absolutely unavoidable then you should fill in this form and return it to the headteacher of your child's school.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave of absence, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Leave will not usually be granted if it coincides with the period of Standard Assessment Tests.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Parents/Carers will be referred to the Attendance Officer and may be issued with a Penalty Fine.

I request that _____ (Name of child)

be granted leave of absence from Thriplow Church of England Primary School.

From _____ To _____

It is necessary to take my child out of school because:

(Signature of Parent/Carer) _____ (Date) _____

☐ Authorised

☐ Unauthorised

Notes _____

(Signature of Headteacher) _____ (Date) _____