

Berkhamsted Association of Schools
Potten End C of E Primary School

Application for Leave of Absence

granted	Not granted
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As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time.

The completed form should be returned to the Headteacher no less than 3 weeks before the date when you would like the period of absence to start.

The conditions under which leave of absence 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.

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

Normally a pupil will not be granted more than 10 school days leave in any academic year.

We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.

I request that (child's name) from class

be granted leave of absence fromto

(dates inclusive)

to take part in: (please give reasons)

.....

I have other children at the following school(s):

I will/will not (please delete as applicable) be requesting a Leave of Absence for the above children

Signed:..... Date:.....

(I acknowledge that I have read the letter from County Hall, overleaf)

Office use only	
No. of days of authorised absence so far this academic year:
No. of days unauthorised absence:

To be returned to the parent

Your request for leave of absence for (child's name) from class

from to..... has been authorised/not been authorised.

(dates inclusive)

signed: (Headteacher) Date:.....