



Application for Pupil Leave of Absence from School for Parental Holiday

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child’s educational progress. The school expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress.

If you wish to apply for your child to be absent from school, **please complete this form and return it to school at least two weeks before your intended departure date.**

Thank you.

The Headteacher will consider the following points before authorising leave:

1. the child’s previous attendance history
2. the age of the child
3. the child’s stage of education
4. the time of year – SATs or exams
5. the nature of the trip – an exceptional experience
6. whether the parents are restricted in terms of leave from their employer

Name of child and address		
Dates of holiday	From	To
Reason for application		
Signature of parent/carers		Date

Request agreed		
Signed:	Headteacher	Date
Request refused and reason for refusal		
Signed:	Headteacher	Date