



# APPLICATION REQUESTING LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

Following a recent Governor's meeting, where concern was raised about the number of requests applying for more than 10 days absence out of school, it has been decided that all requests will now have to be submitted in writing to the Chair of Governors. As a parent or carer, you should fill in this revised form if you wish to apply for permission to take your child out of school during term time to go on an annual holiday. It should be noted that **taking your child out of school for up to 10 days is not a right**, but is something that is authorised at the discretion of the Chair of Governors in conjunction with the Headteacher. **Any absence taken without permission will be shown as an unauthorised absence on your child's end of year written report.**

After completing the form, please return it to the Chair of Governors via the school office, no less than three weeks before the start date of the period of absence applied for.

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 & Practice on Categorisation of Absence 1994.

Schools/ Governing Bodies 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.**

**To comply with HCC guidance pupils will not be granted approved permission for family holidays within term time.**

.....  
Please complete this section of the form by writing to the Governing Body, giving the start and end dates of the period of leave you are writing to request, the number of school days that will be missed together with your reasons for taking your children out of school at the time requested.

Date \_\_\_\_\_

Dear Members of the Governing Body,

I am writing to request leave of absence from \_\_\_\_\_(date) to \_\_\_\_\_(date) a total of \_\_\_\_\_ school days, for my child / children (names and classes) \_\_\_\_\_

because

Signed \_\_\_\_\_ (Parent/Carer)

Date \_\_\_\_\_