

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

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.

After completing the form, please return it to the school office no less than 3 weeks before the date that you want the period of absence to start.

The conditions under which leave of absence for term-time 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 for a family holiday. Parents or Carers should not expect such leave to be granted as a right. Permission will not be given if it is applied for after the absence has occurred.

Normally, a pupil shall not be granted more than 2 weeks of absence in any academic year.

I request that _____ be granted leave of absence

from Fleetville Junior School from _____ to _____ in

order to _____

_____.

Signed _____ Date _____