



APPLICATION FOR HOLIDAY LEAVE OF ABSENCE

Dear Parent/Carer,

Please complete this form if you would like to request your child to be absent during term time.

After completing the form, please return it to the school not less than two weeks before the date you want the period of absence to start.

The conditions under which leave is granted are contained in Regulation B of The Education (Pupils Registration) Regulations 2006 and the DfE School Attendance policy, November 2016.

Parents and carers are reminded that holiday leave will not be granted as a right due to the above regulations. Absences, apart from illness of the child, cannot be authorised except under exceptional circumstances e.g. bereavement in the family, religious observance, attending an examination, the child receiving off-site tuition through the Education Authority etc.

Permission will not be given for retrospective applications (i.e after the holiday has taken place). The child will be automatically registered as having taken unauthorised leave.

Authorisation of absences will always be granted at the discretion of the Headteacher.

Yours sincerely

N Rowlands
Headteacher

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HARVEY ROAD PRIMARY SCHOOL Application for holiday leave of absence

I request that my child/ren _____ in class/es _____

be granted leave of absence from ___/___/___ to ___/___/___ (inclusive).

So that your request can be given due consideration, please give your specific reasons for asking for leave during term time. (If for work related reasons please specify what those reasons are)

Signature of Parent/Carer: _____ Date _____