



Preston Primary School

Application for leave of absence of school child on Family Holiday

Name of child _____

Address _____

Reason for holiday _____

Date from _____

Date to _____

Signed (Parent / Guardian) _____

Date _____

This form should be completed by the person with parental responsibility for the child **before** any leave is taken. If the period is longer than two weeks this must be discussed with the Head Teacher.

N.B. No parent can demand leave of absence for the purpose of holiday as a right.

Where the school has agreed to leave of absence, this will be recorded as authorised absence. In all other cases this will be recorded as unauthorised absence.

Education / Schools and Further Regulations 1981

Leave of absence for annual holiday:

- 1) In pursuance of arrangements made by the governing body of a school, an application made by the parent or other person having charge of a pupil, may be granted leave of absence from the school to enable the pupil to partake of an annual holiday or to go away on an annual holiday.*
- 2) Save in exceptional circumstances a pupil shall not in pursuance of this Regulation be granted more than two weeks (10 school days) leave of absence in any academic year.*

Head teacher approval

Signed _____ Date _____