



**APPLICATION FOR LEAVE OF ABSENCE**

Legislation makes clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. In particular, there is no longer discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin. If there are exceptional circumstances behind your request please discuss these with me before the date when you want the absence to start.

For further information please go to  
<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Yours faithfully,

Melissa Regnier  
Headteacher

Name of child: ..... Class: .....

Name of child: ..... Class: .....

I request that my child(ren) be granted leave of absence

From ..... to..... 20\_\_

Reason:

Signed: ..... Date: .....  
(Signature of Parent/carer)

For school use				
Authorisation given	Yes	No	Signature of Headteacher	
Teacher informed			Marked on SIMS	

Dear Parent/Carer,

Thank you for your recent application for leave of absence for .....

The absence will be recorded as **authorised/unauthorised** in the school register.

Should you wish to discuss the matter further, I would be happy to meet with you. Please contact the school office to arrange a meeting.

Melissa Regnier  
Headteacher

