

VIOLET LANE NURSERY & INFANT SCHOOL

LEAVE OF ABSENCE

Please could you outline the reasons why you wish to take your family holiday in term time?

The school is bound by law to ask for an explanation. May I thank you in advance for your co-operation.

Application for Authorised Absence of a Pupil for an annual Holiday during Term Time Education (Pupil Registration) Regulations 1995

(Please read notes on reverse before completing this form)

Name **Class**

I wish to apply for leave of absence for my child

from **to** (the actual days out of school)

to enable my child to partake of an annual family holiday.

(Please outline below the circumstances which require that the holiday is taken in term time)

.....
.....
.....

Signature **Parent/guardian** **Date**

"

Authorised **Date**

This form must be completed by the Parent or Guardian and forwarded to the Head teacher at least 7 days before the first date of proposed absence.

In accordance with Education Regulations 1981 (Regulation 12) a pupil may be granted leave of absence from school for an annual holiday of not more than 10 days in certain circumstances.

I authorise/do not authorise leave of absence for **Class**

from **until**

Signed **Head teacher**

NOTES:

Absence from school can be very disruptive to your child's education. It not only interrupts your child's progress but also distracts other children in the class.

This is particularly so in the months of September (when children are settling down) and in May and June (a crucial time for assessments).

Schools do not have to agree to authorise absence for a holiday, although we have the power to do so. We cannot legally authorise more than 10 school days absence in a school year (September to July) unless there are exceptional circumstances. The school is not allowed to accept seasonal prices as a valid reason for taking a child out of school during term time.

Government regulations state that at least 7 working days notice should be given when requesting authorised absence for your child.

However, remember your child will be missing vital schoolwork – try to keep them in school.