

CHORLEYWOOD PRIMARY SCHOOL APPLICATION FOR LEAVE OF ABSENCE

All pupils are expected to attend school throughout the 39 week academic year. The curricular work continues throughout the year and any absence may impact on your child's progress. There is evidence to demonstrate that excellent pupil attendance produces excellent pupil attainment and progress. Therefore, we do not grant leave of absence for annual holidays. This will usually be unauthorised absence. The conditions under which leave of absence may be granted are contained in Regulation 7 of The Pupil Registration Regulations 2006. There is no provision for absence to be granted to parents as a right. However, we do recognise that there are occasions when, FOR EXCEPTIONAL REASONS a parent or carer needs to ask permission to take their child out of school during term time.

If you need to request permission for your child to be absent from school please complete the form below and return it to school no less than 2 weeks before the date that you want the absence to start. A parent or carer applying to take their child out of school during term time will need to meet the Headteacher to discuss the application.

Please be aware that unauthorised absence or, in the event that leave of absence is granted, failure to return to school on the agreed date could jeopardise your child's place at the school.

Leave of absence during term time request:

(Child's Name) _____ Year _____

The reason for the requested absence (Please provide brief details): _____

Date of Absence: _____

(Signature of Parent/Carer)

Office Use: Meeting Date: _____ Outcome: Authorised /Unauthorised