



Application for Leave of Absence for Annual Holiday

Regulation 8 – Education (Pupil Registration) Regulations 1995

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS



Name of School: \_\_\_\_\_ Highworth Combined School and Nursery \_\_\_\_\_

Proposed Dates of Absence From: \_\_\_\_\_ To: \_\_\_\_\_

I request permission from the school's Governing Body for my child:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher (primary)/form tutor (secondary) before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

For Office Use:

Academic Year	
No of sessions (half day) school has been open in year to date	
Total no. of absences	
No. of authorised absences to date	
No. of absence as authorised holiday to date	

# Highworth Combined School & Nursery

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*Headteacher: Mrs C Pankhania*

Dear Parent,

## **REQUEST FOR LEAVE DURING TERM TIME**

I am writing to you concerning requests for leave of absence during term time for holidays or for exceptional circumstances. Such requests have been increasing over the past few years and this is a matter that has concerned both the staff and the Governing Body of the School.

Taking a pupil out of school during term time can have a serious impact on their education, especially for extended periods such as overseas trips. Even short periods of time can mean that a pupil may miss out on important subject matter, for example in Numeracy, where absence for just a few days can mean that a pupil cannot follow subsequent lessons.

This matter has been under discussion within the Governing Body for a considerable period of time and at the last meeting of the Governing Body, the following decisions were taken, effective from 1st September 2006.

**Applications for holiday leave during term time will no longer be authorised, irrespective of the number of days requested.**

**Any application for leave under exceptional circumstances will require evidence of the reason for the request, before the absence is approved.**

Exceptional circumstances are those relating to the death or illness of a **close relative**.

Formal evidence will include a copy of a death certificate or a certificate from an attending doctor. The Governing Body will consider each case in accordance with the evidence supplied.

Please note that if a pupil is absent and that absence is unauthorised, the law requires a school to start proceedings to remove the pupil from the school role. Highworth Combined School **will** proceed in accordance with the law in **all** cases of unauthorised absence. In addition, details will be forwarded to the Educational Welfare Officer, who may take further action.

Yours sincerely

**Mrs E Starling**  
**Chair of Governors**  
**Highworth Combined School and Nursery**