

**APPLICATION FOR PUPIL'S LEAVE OF ABSENCE FOR ANNUAL HOLIDAY OR AN  
EXTENDED VISIT OVERSEAS**

As a parent or carer, you are strongly urged to avoid taking children out of school during term time. If, however, it is absolutely unavoidable then you should complete this form and return it to the school office.

The Headteacher has the discretionary power to grant leave of absence for a family holiday or a visit to family overseas. Permission must be applied for at **least 1 month** before the leave begins. You should not expect such leave to be granted as of right. The maximum leave that could be granted is **5 school days** in an academic year. All requests are considered separately, taking into account the child's previous attendance, the timing of the absence. Leave taken at the beginning of the academic year or any subsequent term is very unsettling for children and should be carefully considered before making an application as it is likely that it will not be granted. Authorised leave for children in Year 2 prior to their SATs is also likely to be refused. If permission is withheld then any leave taken will be recorded as unauthorised. Unauthorised absences are recorded on the school register, your child's records and annual report. This may result in the involvement of the Education Welfare Officer and possible legal proceedings.

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I request that..... (name of child) Homebase .....

be granted leave of absence from school from: ..... (inclusive)

to ..... (inclusive)

Please state clearly the reason for the request .....

Signature of Parent/Guardian: .....

Date: .....

OFFICE USE ONLY: Permission granted/withheld. Permission was withheld:.....

Signed: ..... (Headteacher)

Date:.....

Please contact the Headteacher if you would like to discuss this further.