

# Elveden C of E Primary Academy

## Request for Absence of School Child on Annual Holiday

### Education (Pupil Registration) Regulations 2006

The Education (Pupil Registration) Regulations 2006 provide for Leave of Absence to be granted to a pupil during term time for exceptional circumstances.

The form requesting Leave of Absence should be completed by the parent and forwarded, at least a month prior to the period of absence, to the Headteacher. Leave of Absence is granted at the discretion of the Headteacher of School. There is no absolute right for parents to remove their child from school for an absence and expect the Headteacher of School to authorise that absence.

Parents are expected to provide a letter of confirmation from their employer that this is the only time available for leave to be taken.

Only the school can grant Leave of Absence. Permission for an absence will only be granted in exceptional circumstances.

#### Leave of Absence Form

To: The Headteacher

Name of Child

Date of Birth

Class

I being the parent of the above named child/ren, request that you consider allowing my child/ren to be absent from school.

State reason for this period of absence taken during term time \_\_\_\_\_

I understand that the school strongly advises against taking unnecessary absences during term time, as this will disrupt educational progress. I accept that if I choose to remove my child/ren it may have a detrimental impact on their progress. I also accept that the school cannot be expected to provide extra work to compensate for the missed time.

Requested period of absence from \_\_\_\_\_ to \_\_\_\_\_

Number of days absent: \_\_\_\_\_

Nature of absence \_\_\_\_\_

School use only

Authorised

Unauthorised

Signature \_\_\_\_\_