



APPLICATION FOR LEAVE OF ABSENCE FOR PUPILS

As a Parent/Carer, please complete this form in advance of the requested dates of absence. The conditions under which leave of absence for term-time holidays may be granted are in Regulation 8 of The Education (Pupils Registration) Regulation 1995. Parents and Carers should not expect such leave to be granted as a matter of right. Permission will not be given if it has been applied for after a holiday has taken place and be recorded as unauthorised absence on the child’s statutory school register.

I request that (Name of child)

Be granted leave of absence from The Collett School on the day/dates:

..... to20.....

Schools must ensure a return date is determined before agreeing leave for a pupil going on an extended trip overseas.

For the purpose of

.....
I will take responsibility for my child undertaking a daily diary about holiday experiences, where this is appropriate. The finished diary will be brought into school to share with the class upon returning from a holiday.

Signature of Parent/Carer

Date.....

Parent request agreed/ not agreed by(Headteacher) Date.....

The Education (Pupil Registration) Regulations 2006 – Regulation 8 states that pupils may be removed from the school roll if the following applies –

- f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7 (3),
 - i)the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - ii)the proprietor does not have reasonable grounds to believe that the pupils unable to attend the school by reason of sickness or any unavoidable cause
 - iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is

Please return this form to The Collett School’s School Office. Thank you.