



Radburn Primary School

Application For Leave of Absence for Annual Holiday

As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday. After completing the form, please return it to the head teacher of your child's school no less than 3 weeks before the date when you want the period of absence to start.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg-8 of The Education (Pupils Registration) Regulations 1995 and Sections 38-42 of School Attendance Policy and Practice on Categorisation of Absence 1994.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or Carers should not expect such leave to be granted as of right. Permission will not be given if it applied for after the holiday has taken place. Normally, a pupil shall not be granted more than 2 weeks leave of absence in any academic year.

I request that (name of child) Class be granted leave of absence from Radburn Primary School.

From to

Circumstances regarding request for absence:.....
.....
.....

.....
(Signature of Parent/Carer) (Date)

Number of school days leave requested:

Please return to the school office for authorisation - form will only be returned to you if leave not authorised.

For Office Use Only:

Authorised by: Date:

