



Education Department



Newton Longville C of E Combined School

Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

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

Proposed Dates of Absence: From _____ . To _____ .
 Number of school days requested - _____ .
 I request permission from the Schools Governing Body for my child –

Name: _____ Class: _____ to be granted leave of absence for the above dates. Please give details and reasons of extenuating circumstances for the proposed absence -

Signature of parent/guardian _____ . Date _____ .

This form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher.

The Governing Body will carefully consider your request and will take your child’s attendance record into account. If permission is refused, any absence for the above period will be recorded as unauthorised absence.

Permission will not be granted for any 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	10/11	11/12
No. of sessions (half day) school open to date		
Total no. of absences to date		
No. of authorised absences to date		
No. of absence as authorised holiday		
No. of absence as unauthorised holiday		