



Lytchett Matravers Primary School

Holiday Request Form

APPLICATION FOR ANNUAL LEAVE FOR ABSENCE FROM SCHOOL FOR ANNUAL HOLIDAY

Important information for parents/carers

- There is no automatic right for absence for a family holiday.
- Regulation 8 of the Education (Pupil Registration) Regulations 1995 states
 1. Leave of absence may only be granted by a person authorized in that on behalf by the proprietor (ie the Governors) of the school.
 3. Subject to paragraph (4), on application made by a parent normally resides, a pupil may be granted leave of absence from school to go away on holiday.
 4. Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than ten days leave of absence in any school year.
- Request for leave should be submitted to the school as soon as possible prior to the start of the holiday.
- This form should be completed by the parent/guardian/carer and submitted to the Headteacher. Absence without the Headteacher's approval will be unauthorized, and therefore illegal.
- If more than one child from the same family is to be absent, only one form need to be completed, but each child must be named on the form.
- Authorisation during SATs and in the first term of the Foundation Year is very unlikely to be granted.
- Any requests for extended leave, i.e. more than 10 school days in any academic year must be accompanied by a letter explaining why the circumstances are so exceptional as to warrant such absence.

I wish to apply for leave of absence from school to be granted to:

Name of child: _____ Class: _____

Date of proposed absence: From: _____ To: _____

Reason for proposed absence: _____

Total days requested in this application: _____

Total days taken previously this academic year: _____

Signature of Parent/Carer: _____ Date: _____

Please print name : _____

For School Use

Timetable & Register checked? _____ Class teacher Consulted? _____

Previous holiday checked? _____ Current Attendance% _____

Authorised? Y/N Signature _____ Date _____

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Name of Child(ren) _____

Class(es) _____

Your recent request is APPROVED/NOT APPROVED for these dates: _____

Signed: _____ Date: _____

(On behalf of the Governing Body of the School)