



pinewood  
school

## Application for leave of absence

As a parent or carer, you should fill in this form if you want to take your child out of school during term time. After completing the form, please return it to the school office no less than three 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 Regulation 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 authorize leave of absence. You will be notified in writing if the absence is NOT authorized. Parents or Carers should not expect such leave to be granted as of right. Permission will not be given if it is 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)

Be granted leave of absence from **Pinewood School**

From \_\_\_\_\_ To \_\_\_\_\_ Total No. of Days \_\_\_\_\_

For the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

### *Office Use Only*

Number of days already taken this school year: \_\_\_\_\_

Leave of absence authorised – Heads Signature: \_\_\_\_\_

Leave of absence NOT authorised – Heads Signature: \_\_\_\_\_

Reason:

\_\_\_\_\_

\_\_\_\_\_

Parent notified: Yes / No      Date Notified: \_\_\_\_\_

