



Great Horwood Church of England Combined School

APPLICATION FOR LEAVE OF ABSENCE

Application for Leave of Absence under Regulation 7 of the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Regular attendance of students at school is a legal requirement under Section 7 of the Education Act 1996.

I request permission from the School for my child to be granted Leave of Absence for the date/s and reason/s given below:

Name of student: _____ Year group _____

Home Address: _____

Your address if different from child:

Any previous requests this academic year: No / Yes (Dates: _____)

Proposed dates of absence: From: _____ To: _____

Further dates can be added overleaf if necessary
Reasons for request (continue overleaf if necessary):

Parent's Signature: _____ Date: _____

Print Name: _____

This completed form must be submitted to the Headteacher via the School office not less than one month before the proposed period of absence. At certain times of the academic year, permission will not be granted. The School will 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, and will appear as such on your son or daughter's report. Permission will not normally be granted for leave of absence during assessment periods. Parents are asked not to request leave at the beginning of term. **Permission for holidays will not normally be granted in accordance with our school policy on absences.** If your son or daughter is absent for any period of time, he or she may miss essential elements of their programme of learning.

Attendance record: _____

- Accepted Refused In accordance with school policy Assessment period
- Poor attendance record Start of term

Headteacher signature: _____ Date: _____