



Education Department – Denham Village School

Application for Leave of Absence

(including holiday during term time)

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

There has been a lot of publicity about school attendance and its effect on learning, and in the light of recent research, all school are being encouraged not to authorise Leave of Absence for holidays in school time.

I request permission for leave of absence for my child:

Name:		Class:
Proposed Date of Absence:	From: / /	To: / /
		Total Days:

Please give details & reasons for the proposed absence:

Signature:	Date:
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The completed form will be considered by the Headteacher. **Not less than one month before the proposed period of absence.** Your child's attendance record may be taken in to account. If permission is refused, any absence during the above written period will be recorded as unauthorised absence. Permission will not be granted for leave of absence immediately prior or during assessment or examination periods.



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Name:		Class:
Proposed Date of Absence:	From: / /	To: / /
		Total Days:

AUTHORISED The School agrees to your child being absent from school on the dates specified above. Please note that no other holiday requested will be authorised during this academic year.

HOLIDAY DIARY Your child is expected to complete a holiday diary, provided by school, during their absence and encouraged to read and write whenever possible.

UNAUTHORISED The School does not authorise your request for leave during term time in this instance.

Signed (Headteacher):	Date:
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