



SPECIAL EDUCATION SERVICES

Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

“Parents should not normally take pupils on holiday during term time” – DFES Circular 10/99

Parents who do take their children on holiday during term time without prior authorisation by the school, may be fined under Section 23 of the Anti-Social Behaviour Act

I request permission from the Governing Body of **High Wycombe Church of England School** for my child to be granted leave of absence for the date(s) and reason(s) given below:-

Name of Pupil: _____ **Class:** _____
(A separate form must be completed for each child in the family)

Proposed Dates of Absence: (Please enter a time of collection if the absence is not a whole day)

From: _____ To: _____ Total number of days: _____

Please state the **exceptional** reason for your request, without it, this application cannot be considered:

(continue overleaf if necessary)

Signed: _____ **Dated:** _____ **Please print name:** _____

This completed form must be submitted to the Head Teacher **not less than one month before** the proposed period of absence.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, (s)he will miss essential elements of their learning programme.

The Governing Body will consider this 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 child’s end of year record. Unauthorised absence may also lead to a penalty fine being imposed.

- **Permission will not be granted for leave of absence immediately prior to or during assessment periods.**
- **Permission will not be granted at the beginning of a term.**

Office use only: _____
Parent notified: _____ *SIMS* _____ *Register* _____

LEAVE OF ABSENCE REQUEST – RESPONSE NOTIFICATION

For:(Pupils Name)_____ Leave of absence from:_____ to:_____

Your request for leave of absence has been approved

OR:

Absence has **not** been approved.

Your request for leave of absence has been refused because:

Your child’s attendance has fallen below 90%

This absence request is during an assessment

This absence request is at the beginning of a school term

Insufficient detail has been given for consideration

This is not deemed as an exceptional circumstance

If permission has been refused, any absence for the above period will be recorded as unauthorised absence and will appear as such on your child’s school record. Unauthorised absence may also lead to a penalty fine being imposed.

Signed:_____

Date:_____

On behalf of:
The Governors of High Wycombe Church of England School