

# Berkhamsted Association of Schools

## St Mary's C of E Primary School

### Application for Leave of Absence

granted	Not granted
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As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time.

The completed form should be returned to the Headteacher no less than 3 weeks before the date when you would like the period of absence to start.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) Regulations 2006 and Sections 62-68 of the DfE publication Keeping Pupil Registers 2008.

**Schools may decide whether or not to authorise leave of absence. Parents or carers should not expect such leave to be granted as of right.** Permission will not be given if it is requested after the event has taken place.

**Normally a pupil will not be granted more than 10 school days leave in any academic year.**

**We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.**

I request that ..... (child's name) from class.....

be granted leave of absence from ..... To ..... (dates inclusive)  
to take part in: (please give reasons)

.....  
.....

I have other children at the following school(s):- .....

I will/will not (*please delete as applicable*) be requesting a leave of absence for the above children.

Signed:- ..... Date:- .....

Office use only

No. of days of authorised absence so far this academic year:.....

No. of days unauthorised absence: .....

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*To be returned to the parent*

Your request for leave of absence for ..... (child's name) from class.....

from ..... To ..... (dates inclusive) has been authorised/ has not  
been authorised in line with our procedures from April 2013.

Signed:- ..... (Headteacher) Date:- .....