



Great Wilbraham Church of England Primary School

APPLICATION FOR LEAVE OF ABSENCE – ANNUAL HOLIDAY

What the law says

The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. The regulations do state that headteachers may, in exceptional circumstances, grant up to 10 school-days leave in a school year for the purposes of an annual family holiday. Parents should be aware that if leave is granted it will only be for the purposes of an annual family holiday – that is, a single period of absence which occurs once in the school year. An annual family holiday is not a series of long weekends nor several two or three day breaks.

An exceptional circumstance is likely to be a one-off, unique situation eg a parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday; or there may have been a significant trauma in the family recently and the headteacher might consider that an immediate holiday might enable the child concerned to better deal with the situation; or the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

The headteacher will also look very carefully at the child's previous attendance record and should he or she have any concerns, for example should the child's average attendance be below 95%, it is highly unlikely that the absence will be authorised.

As a parent or carer you are therefore strongly urged to avoid booking holidays or visits overseas during term-time. We recognise that parents' circumstances (financial circumstances, working commitments, etc) vary enormously, but schools are nonetheless required to ensure that children only miss school if it is absolutely unavoidable.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

I request that _____ (Name of Child/ Children)

Be granted leave of absence from Great Wilbraham Primary School

from _____ to _____

In order to take part in an annual holiday / visit overseas / family trip

It is necessary to take my child out of School because of the following exceptional circumstances:

If you are requesting permission for siblings of the above mentioned child / children from other schools, please give their details below:

Name of sibling _____ School attending _____

Name of sibling _____ School attending _____

(Signature of Parent / Carer)

(Date)
