

Application for leave of absence for the purposes of an annual holiday or an extended trip overseas during term time.

To: The Headteacher/Chair of Governors of **VALENCE PRIMARY SCHOOL.**

Child (ren)'s Name: _____ Class _____

Dates for which leave of absence is requested:

From _____ to _____ No. of school days: _____
(1st day of absence) (Last day of absence)

Holiday Destination: _____

Have you been previously been granted leave of absence for the holiday during the current academic year?
YES/NO

If YES, please give the details of the dates of the holiday:

From _____ to _____ No. of school days: _____

Please give the reasons which prevent this holiday being taken during a school holiday period.

(You may wish to attach a separate letter to support your request)

Date _____ Signed _____ (parent/guardian)

For school use only:

Children will/will not* be sitting public examinations/SAT's during this year.

(*delete as appropriate)

Level of attendance during last academic year current academic year

Other relevant information

Leave of absence approved/not approved (delete as appropriate)

Date _____ Signed _____

For parents' information:

Child(ren)'s Name _____ Class _____

Leave of absence has been approved/ not approved (delete as appropriate)

Date _____ Signed _____

LONDON BOROUGH OF BARKING AND DAGENHAM

School: **VALENCE PRIMARY SCHOOL**

The school's policy:

The school considers that all absences from school will disrupt a child's continuity of learning. AS a consequence it believes that absences should be kept to a minimum so therefore it is the decision of the Governing Body that authorisation will be given after carefully scrutiny of the reasons given.

Holidays during term time should be seen as an exception to the norm and not an entitlement. Authorisation will not be given for Fridays and Monday of long weekends or individual days out.

Where parents take a child on holiday without permission, or fail to apply for permission in advance, then the absence will be recorded as unauthorised and may be investigated by our attendance officer.

Applying for Leave of Absence for Holidays during Term Time.

Applications should be made using the reverse side of this form **at least** 4 weeks in advance of the proposed holiday dates. (Parents are advised to apply for leave of absence **before** they confirm their holiday arrangements)