



APPLICATION FOR HOLIDAY LEAVE OF ABSENCE

Dear Parent/Carer,

Please complete this form if you want to take your child out of school during term time to go on annual holiday.

It is intended for those families where either a parent’s employer has said they cannot, for a particular reason, take leave from their work except in school term time, or a particular situation has occurred that is unavoidable.

After completing the form, please return it to the school not less than two weeks before the date you want the period of absence to start.

The conditions under which leave is granted are contained in Regulation B of The Education (Pupils Registration) Regulations 1995 and Sections 38 – 42 of School Attendance: Policy and Practice on Categorisation of Absence 1994.

Parents and carers are reminded that holiday leave will not necessarily be granted as a right. Permission will not be given for retrospective applications (i.e after the holiday has taken place). The child will be automatically registered as having taken unauthorised leave.

Absences, apart from illness of the child, cannot be authorised except under exceptional circumstances e.g. bereavement in the family, religious observance, attending an examination, the child receiving off-site tuition through the Education Authority etc.

These will always be granted at the discretion of the Headteacher.

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HARVEY ROAD PRIMARY SCHOOL
Application for holiday leave of absence

I request that my child/ren _____ in class/es _____

be granted leave of absence from ___/___/___ to ___/___/___ (inclusive).

So that your request can be given due consideration, please give your specific reasons for asking for leave during term time. (If for work related reasons please specify what those reasons are)

Signature of Parent/Carer : _____ Date _____