



Frances Olive Anderson C of E Primary School



'Being Different, Belonging Together.'

APPLICATION FOR STUDENT'S LEAVE OF ABSENCE

DURING TERM TIME

It is expected that family holidays are normally taken during the official 13 weeks of school holidays (term dates are available from the school a year in advance). With effect from September 2013 the Regulations have changed and the school is now prevented from granting any leave of absence except in exceptional circumstances. Family holidays, re-unions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Pupil Name		Year	
Leave Requested	From --/---/--- To --/---/---	School Days to Be Missed	

Reason for requesting an absence in term time (please complete the relevant section):

1. This is an annual holiday on dates fixed by my employer

Please give name and contact details for employer

2. Leave of absence requested on compassionate/medical grounds/Other Reason

Please provide details

Signed _____ Parent/Guardian Date _____

On completion please pass to Office for processing.

Office: Attendance %	
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Headteacher's Response