

# Manor Farm Community Infant School



## Application for Leave of Absence

(Regulation 8 of the Education (Pupil Registration) Regulations 1995)

This application must be submitted to the Headteacher at least two weeks before the proposed period of absence. Please discuss your child's proposed absence with the class teacher before submitting your application.

As recommended by the LEA, the school has a strict policy on leave of absence, this policy applies to ALL the children of the school community.

Please note that parents are expected to take family holidays during school holidays and that your child's absence for this purpose will normally be treated as an unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. At other times permission will be granted only in exceptional circumstances. If your child is absent for any period, he/she may miss essential elements of their learning programme.

Name of child:		Class:	
Proposed date (s) of absence:	From:	Return to school on:	
Please give details and reasons for the proposed absence			
Signature of Parent/Guardian		Date:	

When your application is submitted it will be considered by the Headteacher and by a Governor on behalf of the Governing Body. If permission is refused and your child is absent for the above period, it will be recorded as an unauthorised absence.

For official use only:

Action:	Initials	Date
Seen by Headteacher		
Headteachers comments (e.g. in support or on attendance record)		
Passed to Governors		
Absence Allowed / Disallowed		