



Beacon for Life

WALTON PRIORY MIDDLE SCHOOL

REQUEST FOR LEAVE OF ABSENCE

To The Headteacher of Walton Priory Middle School

I request leave of absence for my child Class.....

From To Number of days

Returning to school on

The leave of absence is for the following reason

.....
.....
.....

Signed: Parent/Carer

Date:

NB Requests for leave of absence should be sent to school as early as possible, preferably signed by the parent with parental responsibility. Please see notes overleaf.

RESPONSE TO REQUEST FOR LEAVE OF ABSENCE

To the Parent/Carer ofClass.....

I am able to authorise your request

I am unable to authorise your request

I would like to discuss this application for leave of absence
Please make an appointment with my secretary.

Signature of Headteacher

Dated

HOLIDAYS DURING TERMTIME

Regulation 8 Education (Pupil Registration) Regulations 1995

All holiday leave in term time is at the discretion of the Headteacher. Provided the request is made IN ADVANCE in writing, leave for up to 10 days per school year MAY be granted, provided the child's attendance record is otherwise satisfactory. Leave may be refused where children have already missed a lot of work or at crucial times of the year (e.g. during exams or assessments). Requests for leave beyond 10 days a year will only be granted in exceptional circumstances on a case by case basis. Holidays taken without leave in advance will be classed as unauthorised absence and appear on the child's annual report as such. Unacceptable levels of unauthorised absence may be investigated by the Education Welfare Service. Unauthorised absences are those which a school does not consider reasonable and for which no leave has been granted