



Burford School

Application for Leave of Absence for Annual Holiday

Regulation 8 – Education (Pupil Registration) Regulations 1995

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____

To be granted Leave of Absence for the following dates:

From: _____ To: _____

Please give details and reasons for the proposed absence:

Signed: _____ Date: _____

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case, Burford School will not normally agree to your child missing more than ten school days for family holidays in any one school year.

For Office use:

| | |
|--|--|
| Academic Year | |
| Number of sessions (half day) school has been open to date | |
| Total number of absences to date | |
| Number of authorised absences to date | |
| Number of absences as authorised holiday to date | |

| |
|----------------------------------|
| Total number of holiday absences |
| _____ |

sessions

Authorised: _____ Headteacher