

Southend High School for Girls



Request for Leave of Absence Form

GUIDELINES FOR APPLICATIONS:

- Please note that the Education (Schools and Further Education) Regulations 1981 state that a School may grant leave of absence for a child to take holiday during term-time up to a **maximum of TEN school days** in any one academic year unless in exceptional circumstances. Clearly, however, such leave should be used sparingly and avoided if at all possible.
- Permission for Leave of Absence is **not an entitlement** and the Headteacher on behalf of the Governors is not bound to grant it.
- Should Leave be required the following form should be returned to the **School Office** and the Headteacher will acknowledge receipt and grant permission, if appropriate, by return of post.

Name of Pupil: _____ Form: _____

Dates of proposed Absence: _____ 20__ to _____ 20__

Reason for this request:

Signature of parent/guardian:

(To be completed by School)

Agreed by Head of Year: YES/NO Date: Initials:
(with reason for refusal)

Agreed by Headteacher and letter of permission sent: Date: Initials: