

THE PARK SCHOOL
Queens Park South Drive, Bournemouth, BH8 9BJ
Tel 01202 396640

Education (Schools and Further Education) Regulations 1981 Regulation 12

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

(Please see the reverse side for the current School Regulations)

I request leave of absence for the child/ren named below from PARK SCHOOL during the period given.

Name(s) of Child or Children:

..... Form

..... Form

..... Form

Absence Date/s (and Collection / Arrival Time if applicable):

Please give some explanatory reasons for absence below:

.....

.....

Signed: Dated:
(Person with Parental Responsibility)

For Office Use:
Approved / Not Approved
Reply Slip Returned and Staff Informed (date) _____

APPLICATION FOR LEAVE OF ABSENCE FROM PARK SCHOOL

Name(s) of Child or Children:

..... Form

..... Form

Your recent request for leave has been approved / has not been approved for the following dates:-

.....

Signed Dated

NOTES:

1. Regulation 7 (1A) states:
“...leave of absence shall not be granted unless -
 - a. An application has been made in advance to the Headteacher by a parent with whom the pupil normally resides; and
 - b. The Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.”
2. Parents will understand the importance of regular education and it is hoped that requests for absence for holidays will only be made when there is no alternative available.
3. This form should be completed by the parent or guardian and submitted to the Headteacher of the child’s school as early as possible before the holiday begins.
4. If more than one child from the family is to be absent from the same school, only one form need to be completed, but each child must be named on the form.
5. Parents and guardians should not assume that approval will automatically be given, so early application is always wise.