

# Gomer Infant and Junior Schools



PYRFORD CLOSE, ALVERSTOKE, GOSPORT, PO12 2RP.  
Telephone: 023 92580808 and 023 92524312  
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## Application for leave of absence for family holiday

Parents have a legal duty to ensure their child's regular attendance at school. No parent can demand leave of absence for the purposes of a holiday as a right.

Parents may however, apply for leave of absence in term time in order to take an unavoidable family holiday. Headteachers may authorise up to ten school days leave in any one school year. Only in very exceptional circumstances may the amount granted exceed this total.

While the school understands that occasionally it is not possible for families to organise their holidays to coincide with school holidays, we would ask parents to consider carefully the effects on their child's education before they make any arrangements.

Any holiday taken in term time can disrupt learning, not only for the days of the holiday but also before and after the absence. The beginning of terms, especially the autumn term, should be avoided as should the first half of the summer term for important assessments including SATs in Year 2 and Year 6.

All applications for leave should be made at least one month in advance. Parents requesting more than 5 days should discuss this with the Headteacher. In no circumstances can absence for holidays be authorised retrospectively.

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Dates for which leave of absence is requested:-

First day of absence \_\_\_\_\_

Returning to school on \_\_\_\_\_

Number of school days \_\_\_\_\_

Have you previously had leave of absence for a holiday in this school year? YES/NO.

If yes how many days of absence? .....

Please give any particular reasons in support of your request.

I wish to apply for leave of absence for my child for the purposes of a family holiday.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Application agreed

Application not agreed

Headteacher: Mrs. Debra Marshall N.P.Q.H. P.G.C.E.

Headteacher: Mr. Craig Williams B.Ed(Hons)

