



Headteacher  
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## APPLICATION FOR LEAVE OF ABSENCE

### PLEASE NOTE:

**PUPILS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS**

**Name of School:** \_\_\_\_\_

**Proposed Dates of Absence - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**I request permission for my child**

**Name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

**to be granted Leave of Absence for the above dates.**

**Please give details and reasons for the proposed absence:**

**Signature of Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The completed form should be submitted to your child's school not less than one month before the proposed period of absence.

Your request will be carefully considered. Please be aware that your child's attendance record will be taken into account. If permission is refused, any absences for the above period will be recorded as unauthorised.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

**The maximum number of days allowed for family holidays is TEN in any one school year, which will only be authorised for significant family occasions and/or exceptional circumstances.**

*Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of his or her learning programme.*

*Office use only*

**Name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

Your leave of absence application has been considered and, on this occasion, the school will authorise the absence.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_