



Great Dunmow Primary School, Walnut Walk, Woodlands Park Drive,
Great Dunmow, Essex, CM6 1ZR

LEAVE OF ABSENCE FROM SCHOOL DURING TERM

APPLICATION FORM

This form is to be completed and returned to the Headteacher at least two weeks before the proposed holiday.

I.....Parent/Guardian of.....
hereby request for leave of absence during school term on behalf of the child

above in Class.....for a total of.....days.

Date of first day of absence.....Date of return to school

Parent's signature.....Date.....

Reason for absence

.....

Taking your child out of school during term time could be detrimental to your child's educational progress. Parents should not normally take their children on holidays in term time. There is no legal right to do so. However, you may apply to the school for leave of absence for up to 10 days in the school year. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DCSF. If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to each parent for each child taken out of school.

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Dear Parent,

Leave of absence for.....Class.....

From.....To.....has not been / been approved.

Signed.....Date.....