

# Berkhamsted Association of Schools

## Greenway School

### Application for Leave of Absence

granted	Not granted
---------	-------------

As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time.

The completed form should be returned to the Headteacher no less than 3 weeks before the date when you would like the period of absence to start (except in the case of funerals).

The Education (Pupil Registration) (England) Regulations 2006 and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 states that "leave of absence should only be granted due to the special circumstances relating to that application".

**The Governors, in conjunction with those from other Berkhamsted Schools, have agreed the following "special circumstances" which may be authorised by the Headteacher.**

- **Family/carer trauma or funeral**
- **Weddings – immediate family members (1 day maximum)**
- **Religious Festivals**
- **Visits to new schools prior to relocation**

**We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.**

I request that .....(child's name) from class.....

be granted leave of absence from.....to.....

(dates inclusive)

to take part in: (please give reasons)

.....  
.....

Signed:.....Date:..... **PTO**

Office use only

No. of days of authorised absence so far this academic year:.....

No. of days unauthorised absence this academic year: .....

*To be returned to the parent*

Your request for leave of absence for .....(child's name) from class.....

from .....to.....has been granted/not been granted.

(dates inclusive)

signed:.....(Headteacher) Date:.....