

Christ Church CofE (VA)
Primary School and Nursery
New Road
Ware
Hertfordshire
SG12 7BT



Tel: (01920) 462158
E-mail: admin@christchurch.herts.sch.uk
Website: www.christchurch.herts.sch.uk

Headteacher – Ania Vaughan
Deputy Headteacher – Charlotte Anstead
Chair of Governors – Marcia Walkerdine

CHRIST CHURCH PRIMARY SCHOOL
APPLICATION FOR LEAVE OF ABSENCE/ANNUAL HOLIDAY

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

After completing the form, please return it to the head teacher **no less than 3 weeks** before the date when you want the period of absence to start.

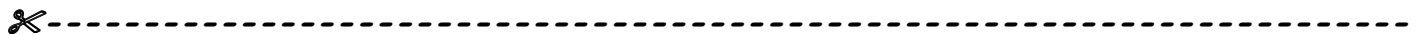
Attached to the form should be a **letter** outlining the reasons for the request.

Such absences are **actively discouraged** by the school as they invariably interfere with educational progress and should only be requested if they are unavoidable. Requests will only be authorised in exceptional circumstances.

The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) (England) Regulations.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or Carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place.

Normally, a pupil will not be granted more than 10 days leave of absence in any academic year. Only one leave of absence will be granted in any academic year.



I request that.....

Of Class.....

Be granted leave of absence -

From To.....

Signed..... *Date*.....

To be completed by the school
Authorised/Unauthorised

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