



Greys Education Centre

An Alternative Provision Academy

Community, Partnership, Growth & Knowledge

APPLICATION FOR LEAVE OF ABSENCE

FOR ANNUAL HOLIDAY

As a parent / carer you should fill in this form if you wish to take your child out of school during term time to go on an annual holiday.

After completing the form please return it to the Head of your child's school not less than two weeks before the absence start date.

The conditions under which a leave of absence for term time holidays may be granted are contained in a Regulation of the Education Act (Pupils Registration) Regulations 1995. Schools may decide whether or not to authorise leave of absence for an annual holiday. Parents or carers should not expect such leave to be granted automatically. Permission will not be given if it is applied for after the holiday has taken place.

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Application for Leave of Absence for Annual Holiday

I request that	Name of child.....
Be granted leave of absence from	Name of school.....
From.....	To.....
In order to go on annual holiday	
.....	Date.....
Signature of parent / carer	
Approved / not approved
	Headteacher

