

This form is provided by Dorset Local Authority, and should be completed and returned to school as early as possible, allowing time for us to contact you and discuss your request, if necessary. Thank you.

Everyone at Gillingham Primary School is committed to ensuring the safeguarding of all children and adults. Our Safeguarding Policy and information regarding Child Protection Procedures is available on our website or from the school office.

**EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995 REGULATION 8
APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FOR HOLIDAY**

I request leave of absence for the child (ren) named below from GILLINGHAM PRIMARY SCHOOL during the period given to go away on holiday.

Name (s) of Child(ren):.....

Absent from(1st day of absence)To return to school on

As a parent you will understand the importance of regular attendance at school and your child's right to education. The school cannot guarantee that your child will make expected progress should they be absent for long periods of time. It is therefore hoped that requests for absence for holidays will only be made when there is no alternative and exceptional circumstances. Some explanatory reason must be given in the space below or in an accompanying letter:

Signed Dated
A parent with whom the pupil usually lives

I also have children atSchool/s

Notes:

- 1) Regulation 8 of the Education (Pupil Registration) Regulations 1995 states: "(1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor (ie the Governors) of the school. (3)Subject to paragraph (4), on application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school to go away on holiday. (4) Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than ten school days leave of absence in any school year."
- 2) This form should be completed by the parent or guardian and submitted to the Headteacher at the Child's school as early as possible before the holiday begins. Absence without the Headteacher's approval will be unauthorised, and therefore illegal.
- 3) Parents should not assume that approval will automatically be given.
- 4) If more than one child from the same family is to be absent from the same school, only one form need be completed, but each child must be named on the form.
- 5) If the request for absence is for more than ten school days, the parent should write to or make an appointment to see the Headteacher to explain why the circumstances are so exceptional as to warrant such an absence.

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FOR HOLIDAY

Name (s) of Child(ren):.....

Dates requested.....

Your recent request for these dates has been authorised / has not been authorised due to your child's current low attendance this year/circumstances not considered as exceptional/other

It is therefore your choice should you still decide to take your child out of school for this time and you are accepting responsibility for your child's possible lack of progress due to this absence .

Signed..... Dated
On behalf of the Governing Body of the School.