



MILLTHORPE SCHOOL - LEAVE OF ABSENCE REQUEST FORM

Before completion please note the following:

- You must give at least two weeks' notice prior to the start of the holiday
- You are advised to obtain permission for leave of absence before booking your holiday
- Applications must be made by the parent/carer with whom the child lives
- Please see further information on following page

PUPIL NAME: **TUTOR GROUP:**

NAME & ADDRESS OF PARENT/CARER:
.....
.....

REASON FOR ABSENCE IN TERM-TIME:
.....

PERIOD OF LEAVE REQUESTED:

From: **To:** (inclusive)

DETAILS OF ANY OTHER HOLIDAY REQUEST MADE IN CURRENT SCHOOL YEAR:
.....

PARENT/CARER DECLARATION: I understand in making this request that:

- It is against the advice of the school
- I will do all I can to ensure that my child catches up on all work that he/she misses
- My child will miss part of his/her education that cannot be fully replaced

Signed: **Parent/Carer** **Date:**

PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE

FOR SCHOOL/LEA USE ONLY:

Current attendance

Request granted

Letter sent

Request denied

ESW informed

Entered on Attendance

Attendance Code



MILLTHORPE SCHOOL

Request for Leave of Absence During Term Time

*“Students are allowed to be absent for up to two weeks per school year to accompany their parents/carers on holiday. **However, the granting of permission is at the discretion of the school.***

*Parents/carers must complete a holiday form **two weeks before** the proposed date requesting permission for absence for a family holiday.*

It must be stressed that the effects of holidays on children’s progress is significant and such absences should be avoided if at all possible.

In particular the demands of coursework and continuous assessment for GCSE examinations make holidays during term time for Year 10 and Year 11 pupils very undesirable.

Please note that some subjects now have important GCSE examinations in Year 10 as well as Year 11 and these examinations cannot be rescheduled due to student absence”.

Millthorpe School - Parent Handbook

“A pupil may be granted leave of absence from the school to enable him to go away on holiday where —

- (a) an application has been made in advance to the Headteacher by a parent with whom the pupil normally resides; and*
- (b) the Headteacher, or a person authorised by the Headteacher, considers that leave of absence should be granted due to the special circumstances relating to that application.*

Save in exceptional circumstances, a pupil shall not be granted more than ten school days leave of absence in any school year”.