

Holiday / leave application form Bickley Primary School

Application for leave of absence:

Child's/ children's name(s)

Class (es)

I wish to apply for my child / children (if applicable) to be absent from school from:

am/pm

to

Total number of days

Annual holiday will only be authorised where there are exceptional reasons. The guidelines for Head Teachers have recently been updated (October 2014):

“Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher’s discretion.” School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities (Department for Education October 2014)

As you can see, Head Teacher’s must be satisfied that there are exceptional circumstances based on the individual facts and circumstances. **“Exceptional” – rare, significant and short. If an event can reasonably be scheduled outside of term time then it cannot be authorised.**

Please outline below the exceptional reasons for your holiday application (further space on the back). Miss Blake will respond to your request within 4 working days. Please note, the application must be submitted no less than 15 days before the proposed absence.

Parent / carer signed:

Date:

For office use only:

Authorised

Unauthorised

Attendance Code

Comment from Headteacher

Signed:

Headteacher / Deputy Headteacher

Date: