



Buckden Church of England Primary Academy

Registered in England
Company No: 07708603

APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY, EXTENDED VISITS OVERSEAS OR OTHER REASONS

As a parent or carer you are strongly urged against taking holidays during term time. Should this be unavoidable then please complete this form and return it to the school office.

The conditions under which leave of absence for term time holidays may be granted are contained in Regulation 8 of The Education (Pupil Registration) Regulations 1995. This act gives the school the discretionary power to grant leave of absence for a family holiday, visit overseas or other family or unforeseen circumstances. Please note that Buckden CE Primary Academy has adopted a policy whereby holidays taken in term time will not be authorised automatically.

Should you take your child out of school after permission has been refused by the Headteacher the absence in the register will be recorded as unauthorised holiday absence. Persistent unauthorised absences may lead to a referral to the Education Welfare Officer and in extreme cases may result in legal proceedings.

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PLEASE COMPLETE AND RETURN THE FORM TO THE SCHOOL OFFICE (one form per child)

I request that _____ (Name of Child)

be granted leave of absence from Buckden CE Primary Academy

from (dates) _____ to _____

It is necessary to take my child out of school because:

Signed _____ Date _____

(To be completed by the school) **AUTHORISED / UNAUTHORISED**

Signed (Headteacher)