

Alternatively, use our online Absence Request Form
www.henleazejuniorschool.co.uk/my-school/school-day/absence-request

**HENLEAZE JUNIOR SCHOOL
PLANNED ABSENCE APPLICATION**

Child's Name:

Class:

I have read and understood the notes accompanying this Absence Form.

I would like to request permission for my child's planned absence from:

..... to

Please provide information why this absence is unavoidable:

.....
.....
.....
.....
.....

Date:

Please ensure that you have read and understood the Regulations concerning leave of absence printed on the back of this form before completing it. The form should then be returned to the Headteacher of the School not less than one week before the commencement of the holiday.

To be completed by school:

Request: Agreed / Denied

Headteacher

.....
Date

PLEASE READ CAREFULLY

Term time holiday absence means:

- Missing parts of the National Curriculum which may be repeated in your child's school career
- Disruption for the pupil
- Disruption for the rest of the class
- Disruption for the teacher

The school will not provide work for children to complete while away from school, save in exceptional circumstances.

Extract from The Education (Pupil Registration) (Amendment) Regulations 2013:

7.—(1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school.

(1A) Subject to paragraph (2), leave of absence shall not be granted unless—

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

(2) Leave of absence shall not be granted to enable a pupil to undertake employment (whether paid or unpaid) during school hours except—

- (a) employment for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963(1) under the authority of a licence granted by the local authority under that section; or
- (b) employment abroad for the purpose mentioned in section 25 of the Children and Young Persons Act 1933(2) where a licence has been granted under that section by a justice of the peace."

Please note - the amendment of 2013 removed the headteachers' discretion to authorise requests for holidays during term time.