

Allendale Middle School

Application for leave of absence of child from school

I, the undersigned, being the parent or guardian of:

Name of child: Form:

Address:
.....

request that he/she be granted leave of absence from school to enable him/her to:

either *accompany me on my annual holiday

or *accompany on holiday

or *participate in my annual holiday, which will be taken at home

* - please delete as appropriate

Date of last day pupil will be present in school before holiday:

Date of first day pupil will be present in school after holiday:

Signature of Parent or Guardian

Please print Date

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Your application for the leave of absence of your child, from

..... to (inclusive) is/is not authorised.

Total number of school days requested:

Total number of days absence already taken this year (including previous holidays, sickness and any other reasons):

Signed Date

Susan Hickey, Headteacher

Please be aware that exams for all year groups will take place in the month of May. No absences will be granted during this time.

Key Stage 2 SATs for Year 6 will take place during the week beginning 10 May 2010

The regulations made by the Secretary of State for Education provide that if a parent of a pupil desires the pupil to accompany him/her on his/her annual holiday, or, if a pupil is offered a holiday by somebody else (when his/her own parents are not going on holiday) or, if a family is taking annual holiday at home, leave of absence for not more than two weeks (ten school days) - which should not be taken as the norm - in any school year may be granted for that purpose. Any leave granted is at the discretion of the Headteacher, who will take into account total school absence during the current school year.

All holiday absence, even a single day, needs to be requested **before** the holiday is booked.

Please note, single days of absence are included in this total of 10 day absence maximum.