



Granted	Not granted
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Berkhamsted Association of Schools Application for Leave of Absence

As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time.

The completed form should be returned to the Headteacher **no less than 3 weeks** before the date when you would like the period of absence to start.

The conditions under which leave of absence may be granted are contained in the Amendments to the Education (Pupils Registration) (England) Regulations 2006.

Schools no longer have the discretion to authorise leave in any academic year. Absence may be authorised in exceptional circumstances only. Permission will not be given if it is requested after the event has taken place.

We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.

I request that (student's name) from class.....
be granted leave of absence from.....to.....(dates inclusive). Please give reasons:

.....
.....

I have other children at the following school(s):

I will / will not (*please delete as applicable*) be requesting a leave of absence for the above children.

Signed:..... Date:.....

Office use only: Attendance, year to date%

No. of days of authorised absence so far this academic year:..... =%

No. of days unauthorised absence: =%

Other relevant comments

To be returned to Parent

Child's name Class:.....

Dates from: to:.....



Your request for leave of absence has been authorised / has not been authorised in line with our Attendance Policy.

Signed:.....(Headteacher) Date:.....