



# Application for Leave of Absence

**PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS**

## John Colet School

Proposed Dates of Absence From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusive)

I request permission from the school's Governing Body for my child:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form should be submitted to the Headteacher of your child's school not less than four school weeks before the proposed period of absence. Parents are strongly advised to discuss the application with the form tutor before submission.

For Office use:

## Leave of Absence Request – Response Form

Leave of absence from: \_\_\_\_\_ to: \_\_\_\_\_

For: (Pupils Name) \_\_\_\_\_ Form \_\_\_\_\_

Thank you for your request for leave of absence, unfortunately this has been refused because:

- This absence is for more than ten days
- Your child has already had one annual holiday this school year
- The request covers all/part of an internal/external assessment period
- Insufficient notice has been given (4 school weeks)
- Attendance is less than 90%
- There are lateness issues
- The request covers all/part of Work Experience or Focus Week

**Or:** This absence request has been accepted  Signed: \_\_\_\_\_