

# Overstone Combined School

## Application for Leave of Absence

### Regulation 8 – Education (Pupil Registration) Regulations 1995

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

Name of child: ..... Class.....

Proposed dates of absence: From..... To.....

I request permission from the school's Governing Body for my child to be granted Leave of Absence for the above dates.

Please give details and reason for the proposed absence:

Signature of Parent / Guardian..... Date.....

The completed form should be submitted to the Headteacher not less than 1 month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded as unauthorised.

**Permission will not be granted for leave of absence during or immediately prior assessment periods.**

*Having a good education will help to give your child the best possible start in life.*

*If your child is absent for any period, he or she may miss essential elements of their learning programme.*

#### For office use:

Academic Year	
No. of sessions school has been open this year to date	
No. of absences this year to date	
No. of authorised absences this year to date	
No. of absences as authorised holiday this year to date	