



Huntington Community Primary School,
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REQUEST FOR *LEAVE OF ABSENCE*

- From September 1st 2013, **the law does not give any entitlement to parents to take their child on holiday during term time.**
- Any applications for *Leave of Absence* must be in **exceptional circumstances**, and the headteacher must be satisfied that the circumstances warrant its granting.
- Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

This form must be completed to request authorisation for any *Leave of Absence*, and submitted at least two weeks prior to its commencement. Such authorisation is at the headteacher's discretion, and will only be granted in exceptional circumstances (which will NOT include, for example, availability of cheap holidays/accommodation, better weather or overlap with the beginning/end of term).

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I request permission for my child (insert name/s).....

in class/es.....

to obtain *Leave of Absence* from to

Total number of school days

The **exceptional reason** for the absence is

.....
.....

If requesting a visit abroad, which country/ies do you plan to visit?
(Covid-19 precautions)

Signed Parent/Carer Date



The Headteacher gives authorisation for the above absence from school

The Headteacher is unable to authorise the above request for absence

Signed (Headteacher) Date

