

Application for Authorised Leave



Please submit this application along with an Attendance Record provided by the School Office

PUPIL NAME (First and Surname)	
CLASS	
Siblings in other schools:	
PARENT CONTACT NUMBER	WORK
	HOME

NUMBER OF SCHOOL DAYS REQUESTED Do not include SAT/SUN	DAYS IN TOTAL	FROM DAY / MONTH / YR	TO DAY / /MONTH / YR
REASON FOR REQUEST (Please provide sufficient detail to inform the decision making process)			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS IN THE CURRENT ACADEMIC YEAR?	YES / NO	IF YES PLEASE GIVE DATES AND DETAILS:	

Signed (Parent/Guardian)..... Date

FOR OFFICE USE ONLY	
PERMISSION GRANTED / PERMISSION DECLINED	ATTENDANCE PERCENTAGE:
REASON:	
SIGNED:	DATE:

Attendance at school is statutory and children are required to attend school for 188 days each year. Absences impact on children's progress and attainment. We monitor attendance carefully. The Department's guidelines state that attendance should be at least 95%.

As a result, Headteachers may only authorize absences in exceptional circumstances.

In order to obtain permission parents are reminded that:

1. Holiday bookings should not be confirmed prior to gaining approval.
2. Adequate notice is required for applications to be processed.

There will be certain occasions when absence requests will not be granted e.g. during exam time, child's poor attendance record. If request for holiday leave is declined, parents have the right to appeal to the Group Director of Education.

If leave is not authorized, and still taken, this will be recorded as 'unauthorised leave'. This is monitored by the school and by the Education Department and may result in follow up action.