HOLIDAY FORM

Hampshire Education Committee

Application for leave of absence for the purpose of a family holiday

Parents have a legal duty to ensure their child's regular attendance at school.
Headteachers may authorise leave of absence for up to two weeks (10 school days) in a school year to enable a child to go on a family holiday. The Headteacher has to consider the reasons for the request, the effect on the continuity of the child's learning and his/her overall attendance. Only in exceptional circumstances may the amount of leave granted exceed (in total) more than two weeks in any year.

The application should be made well in advance and parents are strongly advised to apply for leave of absence before they confirm their holiday arrangements. Under no circumstances will absences for family holiday in term time be authorised after they have happened.

The school will notify you within 5 days if the application is refused. If you do not hear from the school please assume the leave of absence is approved.

To the Headteacher of St John's C of E (Aided) Primary School

Child's name ……
Class ……

From …… *to* …….. *No of school days* ……

Have you previously had leave of absence for a holiday for this child in this school year?

If YES please give dates
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Please give the reasons which prevent this holiday being taken during a school holiday period.

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Signed …….. *Date* …….