



St. Luke's School

SPECIAL EDUCATIONAL NEEDS

APPLICATION FOR LEAVE OF ABSENCE FOR PUPILS

Parents/Carers, please complete this form in advance of the requested dates of absence. The conditions under which leave of absence for term-time holidays may be granted are in Regulation 8 of The Education (Pupils Registration) Regulation 1995. Parents and Carers should not expect such leave to be granted as a matter of right. Permission will not be given if it has been applied for after a holiday has taken place and be recorded as unauthorised absence on the child's statutory school register.

I request that (Name of child)..... be granted leave of absence from St Luke's School on the day/dates:

..... to.....20.....

Schools must ensure a return date is determined before agreeing leave for a pupil going on an extended trip overseas.

For the purpose of

.....
I will take responsibility for my child undertaking a daily diary about holiday experiences, where this is appropriate. The finished diary will be brought into school to share with the class upon returning from a holiday.

Signature of Parent/Carer.....

Date.....

Parent request agreed/ not agreed by(Head of School/ Executive Headteacher)

Date.....

The Education (Pupil Registration) Regulations 2006 – Regulation 8 states that pupils may be removed from the school roll if the following applies –

f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7 (3),

- i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- ii) the proprietor does not have reasonable grounds to believe that the pupils unable to attend the school by reason of sickness or any unavoidable cause
- iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is

Please return this form to St Luke's School Office. Thank you.