

Bankwood Community Primary School

Encouraging pride, progress and responsibility

Bankwood Close
Sheffield
S14 1LW

Headteacher: Mr Tony Turner
Deputy Headteacher: Mrs Wendy Edwards

Telephone: 0114 2396711 / 2494129

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Application for leave of absence for the purposes 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 10 consecutive school days in any 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 community of the child's learning, and is/her overall attendance. *Only in exceptional circumstances* may the amount of leave granted exceed 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 holidays in term time be authorised after they have happened.

The Headteacher will notify you of the decision within five days of receipt of the form.

To the Headteacher, Bankwood Community Primary School, Sheffield.

Child's nameClass

I apply for leave of absence for my child for the purposes of a family holiday.

Dates for which leave of absence is requested:

From: To: Number of school days

(first day of absence) (last day of absence)

Have you previously had leave of absence for a holiday for this child in this school year? YES/NO

(If YES, please give dates))

Please give the reasons which prevent this holiday being taken during a school holiday period.

.....

Date: Signed

(Parent/Guardian)

For school use only

Leave of absence approved / not approved

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To the parent(s) of:

.....

(child's name)

Thank you for your application for leave of absence for a family holiday

For school days, from To

Having considered your application carefully, my decision is:

Leave of absence is APPROVED (the absence will be recorded as authorised*)

Leave of absence is NOT APPROVED (the absence will be recorded as unauthorised*) The reasons are:

.....

*Absences have to be recorded as authorised or unauthorised in the school register and the child's annual report. The school is required to publish annually statistics on authorised and unauthorised absence.

Signed: Date:

(Headteacher)