

RAYLEIGH PRIMARY SCHOOL

Request for absence from school.

Please note that:

Under Regulation 12 of the Education Regulations 1981

- ◆ Leave of absence for the purposes of a holiday is **not** a right
The Governing Body have passed a resolution that holidays will not be authorised.
Therefore if you decide to go ahead with the holiday the Education Welfare Officer may become involved in the case.
- ◆ Only in exceptional circumstances may the amount of leave granted exceed (in total) more than two weeks in any school year. Parents must make out a case to the school for their child taking such excessive absence.

Please complete this form and return it to the Headteacher (including * below)

Name of Child: Class :

Leave of absence is requested from to

Reasons why it is necessary to take your child out of school during term time.

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Parent/Guardian signature

Return slip * Dates. From To

Dear * Child's name and class

Your request for leave of absence has/has not been granted and will therefore be treated as authorised/unauthorised.

Headteacher's comment
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Yours sincerely,

P.Malcolm
Headteacher