

BELLEVILLE PRIMARY SCHOOL

Leave of Absence Form

Although the Education (Pupil Registration) Regulations 1995 give the Governing Body (acting through the Headteacher) power to grant up to 10 day leave of absence each the school year, this leave is discretionary and not an automatic entitlement. Headteachers have been instructed to dissuade parents from taking children out of school during term time, as it can have a detrimental effect on their education. Therefore, parents are asked to consider very carefully whether or not the leave or holiday can be taken during school holiday time. If not, details, which need to be established, include:

- * The nature of the absence (i.e holiday)
- * The duration of the absence and its effect on the child's education;
- * The circumstances of the family;
- * The child's attendance pattern.

It would be helpful, therefore, if parents would bear the above points in mind when completing their part of this form

To: John Grove
Headteacher at Belleville Primary School

Parents should complete this section of the form before the period of absence and hand to the school secretary, who will pass the form to the Headteacher for consideration.

Name of Child _____ Class _____

I request permission for Leave of Absence for my child for the following reasons:

My child will be absent from _____ returning to school on _____

Signed _____ Dated _____
(Parent/Carer)

Please note that forms are open to inspection by Wandsworth's Educational Welfare Officer

Leave of absence has been approved/disapproved by the Headteacher (on behalf of Governors)

Headteacher's comments:

Signed (Headteacher): _____ Date: _____