



# Holtsmere End Junior School

Shenley Road  
Hemel Hempstead  
Herts  
HP2 7JZ

## APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer you should think very carefully before taking your child out of school during term time. Not only does it impact on the child's education but often impacts negatively on developing friendships too.

If you need to interrupt your child's education please complete this form and return it to the Head Teacher **no less than 3 weeks** before the date when you want the period of absence to start. We cannot grant permission for any holidays during the school year, this is in line with government legislation.

Absence from School is not a right. **Schools have the discretion to authorise absence only if they believe the circumstances to be exceptional or unavoidable.** Please use the space below to explain why you feel your circumstances are exceptional.

The Head Teacher and/or Chair of Governors may request that you make an appointment to discuss the request further.

I request that \_\_\_\_\_ (Child's Name) Yr Group: \_\_\_\_\_

be granted leave of absence from

First day of absence: \_\_\_\_\_ Last day of absence: \_\_\_\_\_

This is necessary because:

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\_\_\_\_\_  
(Signature of Parent/Carer)

\_\_\_\_\_  
(Date)

### OFFICE USE ONLY:

PDRS

REGISTERS

CSF LETTER

..... Date: .....

