



Huntington Community Primary School,  
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### REQUEST FOR *LEAVE OF ABSENCE*

- From September 1<sup>st</sup> 2024, **no term-time holidays can be authorised by the school.**
- Any applications for *Leave of Absence* must be in **exceptional circumstances**, and the headteacher must be satisfied that the circumstances warrant its granting.
- Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school (or for any unauthorised absence amounting to ten sessions (five days) within a rolling ten week period).

**This form must be completed to request authorisation for any *Leave of Absence*, and submitted at least two weeks prior to its commencement.**

✂-----

I request permission for my child (insert name/s).....  
in class/es.....  
to obtain *Leave of Absence* from ..... to .....

**Total number of school days** .....

The **exceptional reason** for the absence is

.....  
.....

Print name ..... (Parent/Carer)      Date .....

Signed .....



The Headteacher gives authorisation for the above absence from school

The Headteacher is unable to authorise the above request for absence

Signed ..... (Headteacher)      Date .....

