



# SAINT CECILIA'S, WANDSWORTH

A Church of England School

## 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. Whilst Headteachers are able to authorise leave of absence for up to 10 school days per year to enable a child to go on a family holiday, the UK Government strongly recommends that parents avoid taking their children out of school given its effect on the learning programme.

In determining whether or not to authorise a period of absence for the purposes of a family holiday, the Headteacher has to consider the reasons for the request, the effect on the continuity of the child's learning, and the child's overall attendance. Parents are therefore advised to consider carefully the reasons for making their request before submitting this form.

Applications 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.

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Child's Name: \_\_\_\_\_

Mentor: \_\_\_\_\_

Dates for which leave of absence are requested:

From \_\_\_\_\_ To \_\_\_\_\_  
(first day of absence) (last day of absence)

Please give the reasons for making an application for leave of absence during term time:

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

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*For school use only*

Leave of absence approved/not approved

Headteacher's signature \_\_\_\_\_ Date: \_\_\_\_\_