Iver Village Junior School

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Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the headteacher of a maintained school from granting leave of absence (including holidays) to a pupil, except where an advance application has been made and the headteacher considers that there are **exceptional** circumstances relating to the application.

Proposed Dates of Absence

From: _____ To: _____ (inclusive)

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of

Parent/Guardian: _____ **Date:** _____

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence.

The Headteacher, on behalf of the Governing Body, will carefully consider your request. If permission is refused any absence for the above period will be recorded at the end of the year as unauthorised absence.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

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