



**George Grenville Academy**

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 Headteacher: Ms Lucy Brown

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

**To be completed not less than one month before absence**

**PLEASE READ THIS SECTION CAREFULLY:**

As a parent or carer you are strongly urged NOT to book a holiday or a visit overseas during Term-time.

The conditions under which leave of absence for term-time holidays or visits overseas may be granted are contained in the Education (Pupil Registration) Regulations 2006. The amendment made to this regulation in September 2013 has removed all references to family holidays and extended leave as well as the statutory limit of ten school days. Holidays in term time can no longer be authorised and Headteachers **MAY NOT** grant any leave of absence unless there are exceptional circumstances. These will be discussed on a case by case basis with the Headteacher.

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence will result in the involvement of the Education Welfare Officer and possible legal proceedings.

<b>Name of Pupil</b>	_____ Class: _____ (A separate form must be completed for each child in the family)
<b>Proposed Dates of Absence</b>	From: _____ To: _____
<b>Reason for Absence:</b>	Give your exceptional circumstances below  _____ _____ _____ _____ (continue overleaf if necessary)

**Signed:** ..... **Date:** .....

**Print Name:** .....

**For Headteacher:**

**RESPONSE TO REQUEST FOR LEAVE OF ABSENCE**

- Permission is refused in accordance with school policy.
- Permission is given for leave of absence in exceptional circumstances as stated above.

**Signed:** ..... **Date:** .....

