



**Hampshire Education Committee**

**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. Headteachers may authorise leave of absence for up to two weeks (10 school days) in any school year to enable a child to go on a family holiday. The headteacher has to consider the reasons for the request, the effect on the continuity of the child’s learning, and his/her overall attendance. **Only in exceptional circumstances** may the amount of leave granted exceed (in total) more than two weeks in any year.

The application 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.

The headteacher will notify you of the decision within five days of receipt of the form.

To: The Headteacher, Swanmore CE (Aided) Primary School

Child’s Name ..... Class .....

**I apply for leave of absence for my child for the purposes of a family holiday.**

Dates for which leave of absence is requested:

From: ..... To: ..... Number of school days: .....  
(first day of absence) (last day of absence)

Have you previously had leave of absence for a holiday for this child in this school year? YES / NO

(If YES, please give dates: .....)

Please give the reasons which prevent this holiday being taken during a school holiday period.

.....  
.....  
.....  
.....  
.....

Date: ..... Signed .....  
Parent

**For school use only**

Leave of absence approved / not approved.