



## Langford Village Academy

### Application for Leave of Absence for a school pupil during term time.

#### Important information for parents/carers

- There is no automatic right to absence for a family holiday, Authorisation will depend on current attendance record and other criteria set out in the School's "Attendance Policy" You can find this on our website.
- Request for leave should be submitted to the school no less than 6 weeks prior to the start of the holiday.
- Authorisation during SATs and in the first term of any new school placement is not likely to be granted.
- Any requests for extended leave, i.e. more than 10 days in any academic year, will result in an interview with the Head Teacher.

Only in exceptional circumstances will such leave be organised.

I wish to apply for leave of absence from school to be granted to:

Name of child ..... Class.....

Date of proposed absence: From ..... To.....

Reason for proposed absence:

Total days in this application


Total days taken previously this academic year

Signature of Parent/Carer ..... Date.....

Print Name .....

#### **For School Use**

Timetable Checked?

Interview offered to parent/carers

Previously holiday checked?

Class teacher consulted

#### **Authorised/Unauthorised**

For..... Days from ..... to .....

Signed Principal ..... Date.....