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Headteacher: Andrew Sierant

Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

This completed form should be submitted to the headteacher not less than one month before the proposed absence. Please give very careful consideration before requesting to take your child out of school during term time.

Please note that parents are expected to take family holidays during school holidays and that your child's absence for this purpose will normally be treated as unauthorised.

Permission will not be granted for a leave of absence immediately prior to or during assessment periods. Having a good education will help to give your child the best possible start to life. Any absence can lead to your child missing essential elements of their learning programme.

Name of Child	Class
Proposed Dates of Absence From: _____ To: _____	
Please give details and reasons for the proposed absence	
Signature of Parent/Guardian	Date

The headteacher and/or governing body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the period will be recorded as unauthorised.

For Official Use Only <i>(A copy of this form will be returned for your records)</i>	
Permission Granted <input type="checkbox"/>	Permission Denied <input type="checkbox"/>
Headteacher comments:	
Signed.....	