



Together we learn.
Together we thrive.

Linton Heights Junior School
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**Application for leave of absence for annual holiday,
extended visit overseas or for other reasons**

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term-time. Should this be absolutely unavoidable then you should fill in this form and return it to the headteacher of your child's school.

The conditions under which leave of absence for term-time holidays or visits overseas may be granted are contained in Regulation 8 of The Education (Pupil Registration) Regulations 1995. Your child's school has a discretionary power to grant leave of absence for a family holiday or visit overseas. You should not, however, expect such leave to be granted as of right. Please note that Linton Area Schools have adopted a policy whereby holidays taken during term time will not be authorised automatically. Holidays taken during term, especially at the beginning of the school year, are known to have a detrimental effect on children's education.

If indeed school teaching staff consider that absence would be detrimental to your child's educational progress and social stability, or should your child's previous record of attendance cause concern, then leave will not usually be granted.

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 may result in the involvement of the Education Welfare Officer and possible legal proceedings.

I request that _____ (Name of Child)

be granted leave of absence from **LINTON HEIGHTS JUNIOR SCHOOL**

from _____ to _____

It is necessary to take my child out of school because:

(Signature of Parent/Carer) **(Date)**



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