



APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL LEAVE

I request that(Name of child)
be granted leave of absence from GERMANDER PARK SCHOOL.

From To..... (Inclusive dates)

Reason for request:
.....

* My child is / is not entitled to Free School Meals (Please delete which is not applicable)

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

This form is to be completed by the Parent or Carer and forwarded to the Headteacher of the School attended by the child not less than two weeks prior to the period of absence required. Save in exceptional circumstances a pupil shall not be granted more than two weeks leave of absence in any school year.

ONCE COMPLETED THIS SECTION TO BE RETURNED TO THE PARENT/CARER:

The holiday dates of requested by you for
your child (Child's Name) has been /
has not been granted and will be recorded as authorised / unauthorised absence in the school records.
(Delete as appropriate)

Verity Stobart (Mrs)
Headteacher

