



"Learning Together, Learning For Life"

Jackson's Lane,  
Reed,  
Royston,  
Herts SG8 8AB  
Tel: 01763 848304  
[admin@reed.herts.sch.uk](mailto:admin@reed.herts.sch.uk)

## APPLICATION FOR LEAVE OF ABSENCE

From 1<sup>st</sup> September 2013 the Department for Education has amended its regulations to say that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In future, therefore, anyone who wishes to take their child(ren) out of school for any reason must complete this form in advance of non-attendance. Anyone who takes their child out for the purpose of a holiday/day trip will see it marked as an 'unauthorised absence' on their child's report.

After completing the form, please return it to the school office no less than 2 weeks before the date when you want the period of absence to start.

I request that ..... (Name of child)	
Be granted leave of absence from Reed First School	
From .....	To ..... 20.....
Total number of school days missed .....	
Reason for absence: .....	
.....	
(Signature of parent)	(Date)