

The Priory CE VA Primary School  
Application for a Voluntary Leave of Absence

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Absence on/from: \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

Reason for absence: Holiday  Medical  Performance/Exam/Audition  Other

(Please give explanation) \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that voluntary absence should be taken only in **exceptional circumstances**. Amendments to the 2006 regulations make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. Teachers are not authorised to give and mark extra work during a voluntary absence.

Your recent request for a voluntary absence has / has not been approved

If approved the voluntary absence will result in [ ] days marked as: \_\_\_\_\_

If not approved and time taken the absence will result in [ ] days marked unauthorised.

Signed: \_\_\_\_\_ on behalf of the Governing Body Date: \_\_\_\_\_