



Audenshaw School, Hazel Street, Audenshaw, Manchester M34 5NB
Telephone 0161-336 2133 FAX 0161-320 3046

APPLICATION FORM – LEAVE OF ABSENCE IN TERM TIME

The Governing Body of the school has a **discretionary** power to allow pupils to be absent during term time to take a family holiday. This can only be granted in exceptional circumstances, and the pupil's attendance record will be taken into account when any request for leave of absence is considered. Before your child gained a place at this school it was made clear that we are always most unhappy when parents wish to take their children out of school for family holidays. Any absence from school is clearly a disruption to pupils' education and should be avoided. External examinations now take place in almost every year group. Holidays can only be authorised (for the purpose of a holiday with parents) for a maximum of 10 school days in the school year. Any additional days are unauthorised. Leave of absence will not be granted during examination periods.

Please complete the following:

Pupil's Name **Form**

Home address
.....

First day of absence
Returning to school on
Total number of days absent from school

Reason why holiday can not be taken during the school holidays
.....
.....

Have you previously requested permission for absence for a family holiday in this school year.

YES/NO

Declaration:

I can confirm that the details given on this form are correct and that it is necessary for the holiday to be taken during term time for the reason stated:

Signed **Date**
Parent/Guardian

Name
(Block Capitals please)

For school use:

Application Granted		Application Denied	
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