



Application for Leave of Absence

Reg. 12 – The Education (Schools & Further Education) Regulations 1981

I am asking that(name of child)

be granted leave of absence from Bushfield School

From:..... To:..... (Inclusive dates)

Reason for Request:.....

.....

.....

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

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 year.

Please note that should you be requesting more than two weeks, your child may be taken off school roll. Should this happen, please contact the school on your return to re-admit your child?