



Learning & Development Directorate

Application for Leave of Absence

for Annual Holiday

Reg12 – The Education (Schools & Further Education) Regulations 1981

I request that(Name of child)

Be granted leave of absence fromSchool

From

To(inclusive dates)

in order to take part in annual family holiday or to go away on an annual holiday.

..... (Signature of Parent or Guardian)

Date

This form is to be completed by the Parent or Guardian 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.