

St. Catherine's Catholic Primary School  
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"Live, Love and Learn Together"

Dear Parent

Application for Leave of Absence from School for Annual Holiday

Please find attached a holiday form as requested.

I do understand the necessity of job commitments and finances make it difficult for some families to take holidays during the school holidays.

If you are requesting authorisation of absence, can you please ensure you fully complete the blank section on the back of the form indicating why your holiday is taking place when it is. For example, "husband is a serving member of the armed forces and this holiday corresponds with his leave before deployment."

Yours truly

Mrs Frances Guppy  
Head teacher

D.L./1150(A)

**DORSET COUNTY COUNCIL – EDUCATION COMMITTEE**  
Education (Schools and Further Education) Regulations 1981 Regulation 12  
**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FOR ANNUAL HOLIDAY**

I request leave of absence for the child/ren named below from ..... School during the period given in order that they may take an annual holiday.

Name(s) of } .....  
Child or } .....  
Children } .....

Absence from ..... to .....

Signed ..... Dated .....  
Parent/Guardian

It would be helpful to schools if parents could give some explanatory reasons for the absence in the space provided overleaf.

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL FOR ANNUAL HOLIDAY**

Your recent request has been APPROVED/NOT APPROVED.

Signed ..... Dated .....  
on behalf of the Governing Body of the School

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**NOTES:**

1. Regulation 12 states  
“(1) In pursuance of arrangements made by the Governing Body of a School, on application made by a parent or other person having charge of a pupil he may be granted leave of absence from the school to enable him to partake in an annual family holiday or to go away on annual holiday.”  
“(2) Save in exceptional circumstances a pupil shall not in pursuance of this Regulation be granted more than two weeks leave of absence in any year.”
2. In the above Regulation, the expression “other person having charge of a pupil” means guardian or person with whom the pupil lives.
3. Parents will understand the importance of regular education and it is hoped that requests for absence for holidays will only be made when there is no alternative available.
4. This form should be completed by the parent or guardian and submitted to the Headteacher of the child’s school as early as possible before the holiday begins.
5. If more than one child from the family is to be absent from the same school, only one form need be completed, but each child must be named on the form.
6. If the request is for more than two weeks absence, the parent or guardian should write to the Headteacher to explain why the circumstances are so exceptional as to warrant such an absence.
7. Parents and guardians should not assume that approval will automatically be given, so early application is always wise.