



St. Michael's Woolmer Green C of E Primary School

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Headteacher – Mrs Jan Martin



APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you want to take your child out of school during term time, and after completing the form, you should return it to me for authorisation.

We have been advised by Hertfordshire County that family holidays in term time will no longer be counted as authorised absence, except under very exceptional circumstances. Governors have decided to support the County Policy as it protects teaching time and reinforces the legal requirement for every child to receive full time education.

Holidays taken in term time will be recorded as non-authorised absences. We also need to make families aware that a child's attendance record stays with them all the way through to end of their secondary education.

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APPLICATION FOR LEAVE OF ABSENCE

I would like to request that: _____ (name of child/ren) be

granted leave of absence from _____ to _____

Returning on _____.

Reason for request: _____

Signed: _____ (parent) Date: _____

