



GODMANCHESTER COMMUNITY PRIMARY SCHOOL

Park Lane
Godmanchester
Cambs
PE29 2AG

Head Teacher: Philip Ellington.

Phone 01480
375115.

E-mail office@Godmanchester.cambs-schools.net

Application for Leave of Absence

Please ask for the leaflet “*Family Holidays During Term Time*”. It explains clearly the difficulty some children experience and possible educational consequences of extended absence.

“The Education (Pupil Registration) Regulations of 1995 make it clear that parents do not have any right or entitlement to take a child out of school for the purpose of a term-time holiday. Headteachers can grant up to 10 days leave if they feel that this would not be harmful to a child’s education but parents should not expect such leave to be granted automatically.”

REQUEST

Child’s Name Class

I request permission for my child to be absent from school. From To

Reason for request:

.....
.....

Signed Parent/ Carer. Date:

Office use. Request no: Absence to date:
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REPLY SLIP “Leave of Absence”

Godmanchester Community Primary School.

Child’s name

Your request for “*leave of absence*” has been considered and permission granted / not granted.

Headteacher **Date:**