



MILLBROOK COMBINED SCHOOL & NURSERY

Mill End Road • High Wycombe • Bucks • HP12 4BA

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Charity Registration Number: 1103983

Headteacher • Miss D Mansfield

Aiming for Excellence - Learning for Life

Application for Leave of Absence for Annual Holiday Regulation 8 - Education (Pupil Registration) Regulations 1995

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

Name of School: _____

Proposed Dates of Absence From: _____ To: _____

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____ to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher (primary) before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

Permission is granted for your son/daughter to have leave of absence during the above dates	
Permission cannot be granted for your son/daughter to have leave of absence during the above dates	

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Miss D Mansfield
Headteacher

OFFICE USE

Attendance certificate attached for the Head	
Appointment made with the Head	
Permission signed by the Head	
Entered into attendance module	
Letter sent to parents	



MEETING WITH PARENT/S or CARERS

Pupil name:		Class:	
Present:		Date:	
Purpose of Meeting:			
Meeting Notes:			
Action:			
Signed:		Date:	
Position:			
Counter signed:		Date:	
Position:			