



Dear Parent / Carer

Re: Application for Leave of Absence during term-time

We understand that you would like to request permission for your child to be absent from school during term-time, and we would therefore be grateful if you would complete and return this form to us as soon as possible.

The Barclay School, in line with Government and Local Authority guidelines, actively discourages families from taking holiday during term-time. Please refer to the letter overleaf, which clearly states the reasons behind this policy.

However, we are prepared to view each case on its merits, particularly if the absence is for a reason of exceptional circumstance, or an educational event.

This form will be returned to you, indicating whether the absence will be noted as authorised or unauthorised, and the register will be updated accordingly, in advance.

Thank you for your co-operation in this matter.

Yours faithfully

Mrs J Beacom
Headteacher

To be completed by Parent/Carer:

Name of Student Year Group
Tutor Group

Request for Leave of Absence from School between the following dates:

Dates Requested - From to inclusive. (Total School Days

Reason for Absence
.....
.....

Requested by (Name & Signature of Parent / Carer)

For Office Use Only:

Exam Information:
.....

Percentage Attendance:
.....

Holiday authorised this academic year:
.....

To be completed by the Headteacher: This absence will be recorded as:

AUTHORISED / UNAUTHORISED

Remarks:
.....
.....
.....

Signed:.....Mrs J Beacom