



Learning & Development Directorate
Application for Leave of Absence
For Annual Holiday

Reg 12 - The Education (Schools & Further Education) regulations 1981

I request that (Name of Child)
be granted leave of absence from **The Walnuts School**

From To (Inclusive dates)

The exceptional circumstances why this leave of absence should be authorised
are:

.....

..... (Signature of Parent or Guardian)

Date.....

This form is to be completed by the Parent or Guardian and forwarded to the
Headteacher of the School attended by the child not less than two weeks prior
to the period of absence required.

Authorisation:

Jo Yates

Headteacher: Date:

If authorised, a confirmation will be sent to parents by the school.