



Colchester High School

APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL HOLIDAY OR EXTENDED VISIT OVERSEAS

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term-time. Should this be unavoidable then you should fill in this form and return it to the **School Office**.

Schools in the Independent sector enjoy longer holidays than state schools, and we encourage parents to take full advantage of the extended holiday periods.

We will not usually agree to authorise leave for holidays or extended visits overseas during term-time unless there are exceptional circumstances that warrant this. (The reduced cost of a holiday taken during term-time is not an exceptional circumstance).

Permission will not be given if it is applied for after the holiday or visit has taken place. Usually, a pupil will not be granted more than 10 school days leave in any school year and we ask that an **application is submitted at least one week prior to the requested dates**.

Should leave be taken without permission, or after permission has been withheld then this will be recorded as unauthorised absence, and will appear both in the school register and in your child's report.

I request that _____ (Name of Child) Form _____

be granted leave of absence from _____ to _____

It is necessary to take my child out of school because of the following reason:

Dental appointment

Doctor's appointment

Holiday

Other (please state reason)

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Signature of Parent/Carer _____ Date _____

Name of Parent/Carer (please print) _____

Office Use:

Date received:

Initialled:

Phase Leader:

Authorised (initial):

Unauthorised (initial):

Date: