



**Meath Green Infant School**  
Kiln Lane, Horley, Surrey RH6 8JG Tel: 01293 772708

Headteacher: Mrs H. Powell  
**Learning and Growing Together**



## APPLICATION FOR LEAVE OF ABSENCE

### WHAT THE LAW SAYS

Schools are regularly audited to ensure that they are following government guidelines and policies on school attendance. Time off for leave of absence for any reason, including family holidays, is not an automatic right.

Schools are expected **not to authorise** requests for **family holidays** unless there are **exceptional circumstances**.

It is also expected that headteachers **will not authorise leave** where the following apply:

- Availability of cheap holidays and days out
- Availability of desired accommodation
- Taking off Mondays or Fridays to extend weekends away

### WHAT THE HEADTEACHER WILL DO

Each request for leave of absence will be considered on its own merits. In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

- Any exceptional circumstances outlined in the request
- Your child's historical attendance record

### PLEASE REMEMBER

- There must be exceptional circumstances for requesting leave of absence and these must be stated on the form overleaf.
- It is advisable, where possible, to give 14 days' notice in order for your request to be considered prior to the start of your absence.
- Parents may be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the headteacher.



Email: [info@mgis.uk](mailto:info@mgis.uk)  
Website: [www.meathgreeninfant.org](http://www.meathgreeninfant.org)





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### LEAVE OF ABSENCE REQUEST – PARENT/CARER TO COMPLETE

Full Name of the Child(ren)	Class

First day of absence: \_\_\_\_\_ Last day: \_\_\_\_\_

Total number of days: \_\_\_\_\_

Exceptional Reason for Application:

\_\_\_\_\_

\_\_\_\_\_

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Name of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### ABSENCE REQUEST – SCHOOL TO COMPLETE

ADMIN CHECK:

Attendance Record

Current Attendance %

HEADTEACHER DECISION:

Authorised

Unauthorised

Comment \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_





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