

Lanchester E.P. (Cont.) Primary School & Nursery

A Caring Community Where All Can Flourish



Leave of Absence during Term Time

If you are planning for your child to be absent during term time, for holidays or other reasons, please fill in the application form for leave of absence during term time. This can be downloaded below, or can be requested from the School Office. You should complete parts A and B, leaving part C blank for school use only.

Leave of Absence Regulations

When making an application for leave of absence during term time, please be aware that from 1st September 2013, Head Teachers are not able to grant leave of absence during term time unless there are exceptional circumstances due to a change in the regulations. The application form overleaf therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional'.

Leave of Absence Authorisation

Following the submission of your application, you will be notified as soon as possible of the school's decision. Parents/carers should be aware that if your requested leave of absence is not authorised, but you still take your child out of school or you keep your child away from school for a longer time than authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

If you have any questions at all about this process, please do not hesitate to contact the head teacher on j.davis@lanchesterep.net.