



Princes Risborough School

Application for Leave of Absence for Exceptional Circumstances

Regulation 8 – Education (Pupil Registration) Regulations 1995

Please note: Family holidays should be taken during school holidays AND
Permission for leave of absence will not be granted during periods of examination/assessment

Request Form

I request permission from the School's Governing Board for my child

Name: _____ **Tutor Group:** _____

To be granted leave of absence for the following dates

From: _____ **To:** _____

Please provide details and reasons for the proposed absence:

Signature of Parent/Guardian: _____ **Date:** _____

Once completed, this form should be submitted to the Attendance Officer as soon as possible prior to the proposed period of absence.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded as an unauthorised absence.

**When students miss school, for whatever reason, they fall behind.
By making sure they come to school every day, you give them the best possible start in life.**