



# Primary School

## Request for Leave of Absence

You are reminded that the headteacher may grant up to 10 days only (two weeks) leave of absence in any school year.

**(Please remember that this is a privilege, not a right)**

Any extra days taken will be marked as unauthorised absence.

Please think carefully before booking holidays during term time,

I request leave of absence for my child(ren) to accompany me on my annual holiday  
from.....to.....

Name.....(Class).....

Name.....(Class).....

Signed..... (Parent or Guardian)

Dated.....

This form is to be completed before the period of absence and returned to school.

Holly Grove Primary School  
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Chase Terrace  
Burntwood  
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