

With effect from 1st September 2009, an accompanying letter must be provided along with this form giving full details of, and reasons for, the leave of absence.

MEDWAY COUNCIL

Education Department

**APPLICATION FOR LEAVE OF ABSENCE OF SCHOOL CHILD
TO ACCOMPANY PARENTS ON HOLIDAY**

The parent or guardian is requested to complete this form and forward, two weeks before the proposed period of absence, to the Headteacher of the School attended by the child.

FEATHERBY JUNIORS SCHOOL

I wish my child Of Class

to be absent from school for a total of days, from

to to accompany me on my annual holiday.

Date Signed
Parent/Guardian

- NOTE:**
- i) Not more than two week's (10 school days) leave of absence may be granted in any calendar year.
 - ii) Leave of absence may not be granted for any purpose except to enable children to accompany their parents on their annual holiday.

FEATHERBY JUNIOR SCHOOL

Name of child of Class

From to

this being a total of days.

Headteacher's Authorised Signature