



London Borough of Brent
Approval Form

(Family Holidays & Extended Trips Overseas During Term Time)

Name of Child: _____ Date of Birth: _____

Address: _____

Will be absent from school (give dates):

From: _____ To _____

Reason for Absence: _____

I understand that only in exceptional circumstances may the amount of leave granted exceed more than two weeks in any year (Regulation 12 of the Education — Schools and Further Education — Regulations 1981). **I also understand that if a pupil fails to return to school within 10 days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause his/her name shall be deleted from the admission register (Regulation 9 of the Education — Pupil Registration Regulation 1995).**

Name of Parent/Carer: _____

Telephone No. (Home): _____ (Work): _____

Signature of Parent/Carer: _____ Date: _____

This form is to be completed by the Parent/Carer and handed to the Headteacher as soon as possible before the period of absence.

Headteacher's Signature
