

**LONDON BOROUGH OF BRENT**  
**Education Committee**

**Approval Form**

(Family Holidays & Extended Trips Overseas During Term Time)

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Will be absent from school (give dates)

From \_\_\_\_\_ to \_\_\_\_\_

Please state specific reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 avoidable 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 (Home): \_\_\_\_\_ (Work) \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ (Date) \_\_\_\_\_

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

SCHOOL STAMP:

