



*Be the best you can!*

**BAYNARDS PRIMARY SCHOOL**  
TOWNSEND ROAD  
TIPTREE  
ESSEX  
CO5 0ND

Headteacher: Mrs N Maidment  
Telephone: 01621 - 817261  
Fax: 01621- 815197  
e-mail:admin@baynards.essex.sch.uk

**Application for absence for purpose of annual holiday in term time**

If you wish to request permission for leave of absence for your child for the purpose of annual family holiday during term time would you please complete the form below and return it to the school. Please note that by law, no parent can demand leave of absence for the purposes of a holiday by right and that only in exceptional circumstances may the amount of leave granted exceed (in total) more than two weeks in any year.

Child's Name .....

Please describe the nature and purpose of the trip:

The time and duration of the trip:

From ..... To .....

Total number of school days .....

Signature of Parent .....

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Approval of Governing Body ..... to be signed by the Headteacher

Please note you will only be contacted if the above is not approved.

