



Application for leave of absence for exceptional circumstances during term time

The Government made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on **1 September 2013**. These state that **Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances**; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes we will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional and any unauthorised absences will then be referred to the Local Authority who may issue a fixed penalty notice.

As parent(s)/carer(s) of _____

tutor group _____ I / we request permission for a leave of absence during the school term on:

First day of absence: _____ **Return to school:** _____

Reason for absence (for exceptional circumstances): _____

- Requests for leave of absence due to exceptional circumstances must be made by the parent/carer with whom the student normally resides.
- Authorisation of an absence for personal reasons during term time will only be granted in exceptional circumstances
- A request for leave of absence should be made well in advance (at least two weeks before the anticipated start date if possible).

Please indicate the name and school of any siblings who are also requesting leave of absence:

Name of sibling(s): _____

School attending: _____

Signed _____ **Date** _____

Parent / Carer

For school use only

Date application received by school _____

Absence: Authorised / Unauthorised

Authorised by: _____

Date reply sent _____

Recorded in Office:

No of days this application:

No of days previously taken: