

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME
(Exceptional circumstances only)

Education (Pupil Registration) (England) Regulations 2006
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2-13 amendments to the 2006 regulations make it clear that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

If the Headteacher should grant leave, the Headteacher will determine the number of school days a child can be away from school.

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|---|--|
| Name of Pupil | |
| Date of Birth | |
| Tutor/Year Group | |
| Address | |
| Contact Details | |
| Sibling Details (or other children living in the house) | |

| | |
|---|--|
| I request permission for my child to be absent from school between: | |
| First day of absence | |
| Date of return | |
| Total school days absent | |
| Please fully explain the exceptional circumstances that you would like the Headteacher to consider (continue over page if necessary). | |

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Headteacher.

Signature Parent/Carer _____ Date _____

| | | | | |
|------------|--------------|------------------------|--------------|--------------|
| Authorised | Unauthorised | Headteacher Signature: | Letter Sent: | % attendance |
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