

Application for exceptional leave of absence

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure that their child attends school whenever possible. Absences taken in term time could hinder academic attainment.

If you wish to apply for your child to be absent from school, please complete this form and return it to the school at least two weeks before the intended leave date.

Thank you.

PARENTS' SECTION:

Pupil's Name..... Class.....

Leave requested from to..... inclusive.

Number of school days

Please give full details of exceptional circumstances requiring absence during term time:

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.....

Signature of Parent/Guardian Date

PLEASE NOTE:

1. Under the Education (Pupil Registration) (England) (Amendment) Regulations 2013, leave of absence during term time shall not be granted unless:
 - a) an application has been made in advance to the Headteacher by a parent with whom the pupil normally resides and
 - b) the Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

2. Failure to request leave or a refusal to grant leave will result in your child's absence being recorded as **UNAUTHORISED.**

FOR SCHOOL USE:

Leave approved: Y / N

Register Code:

Date letter/email sent: