

Request for leave of absence in term time due to exceptional circumstances.

Following amendments to the Educational (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. The legislation states that Head Teacher can only grant leave of absence in exceptional circumstances. What amounts to exceptional Circumstances is to be decided by Head Teacher. If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice if attendance for the previous 12-month period (to include the leave of absence) is not considered to be regular.

You are advised not to make any arrangements until your request has been considered.

Section A – Request Details

I am making a request for my child _____
DOB: _____ in Class _____ to be granted leave of absence in term time
from _____ to _____ inclusive.

Section B – Siblings Details

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C.

Sibling 1: _____ School: _____

Sibling 2: _____ School: _____

Sibling 3: _____ School: _____

Sibling 4: _____ School: _____

Sibling 5: _____ School: _____

Section C – Supporting Statement.

Please explain why you applying for authorised leave of absence during term time. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain why your travel arrangements. If you require additional space, please continue on an extra sheet of paper and attach it to this form.

Section D – Signature

I am the parent/ carer with whom the pupil normally resides. The information I have given on this form is correct.

Name _____ Signature _____ Date: _____

Address _____

Contact No _____

Section E – School Use Only (Tick as appropriate)

Request granted for ____ number of days between the following dates.

_____ and _____

Expected return date to school will be _____.

Request not granted.

Request not granted. School to request Penalty Notice to be issued.

Reason for request not being granted: _____

Headteacher: _____ Date: _____

Copy send to parent on _____ (Date)