



LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - **The Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

To the Headteacher

Name of Child Class

Name of Child Class

Child's Address

.....

Name of applicants (and address if different): Mr

Mrs/Ms/Miss

Address:

I/We wish to apply for our child/ren to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

Dates: From To (inclusive)

Total number of days your child/ren will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child/ren during their absence from school.

Continue over page if necessary.

Signed Signed.....

Print name Print name

Relationship to child Relationship to child

(Both parents to sign if applicable)

Dated

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

Leave of Absence - Guidance for Parents

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

Only the school can give permission for leave of absence and then only for the following activities, providing that the activity:

- cannot take place out of school hours
- will not jeopardise the child's education
- is essential for the child's general welfare

EXCEPTIONAL FAMILY REASONS/SPECIAL REASONS e.g. visiting relatives in hospital, funeral of a close family member, brother or sister's graduation etc.

PARTICIPATION IN AN APPROVED PUBLIC PERFORMANCE

DAYS OF RELIGIOUS OBSERVATION – maximum of three days.

Please note that leave of absence will **not** be granted for:

- Shopping trips
- Minding the house or looking after brothers or sisters
- Birthday treats
- Statutory Tests

Every case will be judged on an individual basis. Please be aware, parents who take their children out of school without the school's permission are likely to incur a 'fixed penalty notice' from the Local Authority. Currently £120 per parent, per child.