

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

Please note: Head teachers would not be expected to class any term time holiday as exceptional

Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

Name of pupil(s): _____

School: _____

Tutor Group: _____

Address: _____ Telephone No: _____

_____ Post Code: _____

Siblings (if different school) _____

Schools attending: _____

I request permission for my child to be absent from school

From: _____ To: _____ Total school days: _____

Exceptional circumstances for request:

(this section must be answered in full)

Signature of Parent/Carer: _____ Date: _____

For school use only

Seen by Headteacher (Signature): _____

Date: _____

Decision Reached: _____

Date reply returned to parent: _____