

Learning together to be the best we can be

Headteacher - Nichola Irving



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REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

In accordance with **The School Attendance (Pupil Registration) (England) Regulations 2024** an authorised person (usually the Headteacher) may consider a request for leave in term time where there are exceptional circumstances, provided a request is made in advance.

Note: In line with current statutory guidance each application will be considered on its own merits and if a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. In addition, the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

All requests must be made 2 weeks in advance of the leave of absence and all supporting evidence must be submitted at the time the request is made.

Please complete one form per child.

Name of pupil	
Date of birth	
Address	
Tutor/Year group	
Contact Numbers	

I request permission for my child to be granted leave of absence from school between:-

First Day of Absence	
Last Day of Absence	
Total School Days	
Country Visiting	

For office use only

Approved/Not Approved	Signed	Date
Yes/No		
Action:	Coded	



Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary)*. Any documentation supporting exceptional circumstances **MUST** be provided at the time of application

Exceptional Circumstances:	
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Declaration

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

Name of parent	
Date of birth	
Address	

Name of parent	
Date of birth	
Address	

Signature.....

Date.....

Signature.....

Date.....