

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration) (England) (Amendment) regulations 2013, which becomes law on 1st September 2013 state the Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exception circumstances. We may ask for proof to back up your request.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name of child:	Class:
Reason for leave of absence	
Leave start date: Leave end date:	
Number of school days taken :	
Reason for need of Exceptional circumstances leave :	
Has your child already had leave of absence in this school year ? YES / NO	
If YES, please give dates and details:	
Do you have children at other schools ?	
If YES please give details.....	
Signed: (Parent/Carer)	Date

To be completed by the Headteacher		
Child's attendance level over the last 12 months		
Our overall school target for attendance this year is		%
Having considered your request carefully, my decision is that leave of absence is :		
Approved		The absence will be recorded as authorised
Not approved		The absence will be recorded as unauthorised
Explanatory notes:		
Signed:	(Headteacher)	Date: