

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. IF THE REQUEST IS FOR A FAMILY HOLIDAY, PLEASE SUBMIT THIS FORM BEFORE THE HOLIDAY IS BOOKED. Completed forms should be returned to the School Office. The school will write to you to inform you if your request has been authorised.

Name of Student(s) Tutor Group

..... Tutor Group

..... Tutor Group

Student(s') Address

.....

.....

Name of Applicant(s) and Address (if different)

.....

.....

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

From..... To..... Total number of school days

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 the page if necessary

Do you have any younger children at a local primary school?

Name	School

Signed (both parents if applicable)

Signed..... Please print name:

Signed..... Please print name:

Date

FOR OFFICE USE ONLY

Attendance Team Decision

.....

Signed..... Date.....

Headteacher authorisation Y/N

Signed Date

COMPLETED FORMS SHOULD BE RETURNED TO THE SCHOOL OFFICE