



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents

- Head teachers comply with the 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not.
- Head teachers may grant leave of absence if they consider exceptional circumstances apply.
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised.
- Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed.
- If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.
- This form **MUST** be completed by the parent who intends to remove the pupil from school during term time.
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.
- Any absence either side of a holiday will be investigated and proof of illness or further details of the holiday (e.g. proof of flights etc.) may be requested.

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to:

Full name of child/ren.....

Address.....

From (1st day of absence)To (last day of absence)

Total number of school days.....Expected date of return to school.....

Reason for proposed absence - please provide reasons to support the application including evidence:

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PLEASE SEE OVERLEAF

Please read the following and sign to indicate you agree:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure my child/ren catch up with any work that is required of them.

Signature of parent(s)/carer(s):

Date:

Your request for leave of absence from school during term time has been considered and has been:

Agreed **Days agreed** **Not agreed**

Signature of Principal: