Request for leave of absence in term time due to exceptional circumstances

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Head Teacher. If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice.

Please note that once a request has been made to the Local Authority to issue a Fixed Penalty Notice you will <u>not</u> have an opportunity to discuss this matter further with the Local Authority. Any queries or discussions should be had prior to, or at the time of requesting the leave.

You are advised not to make any arrangements until your request has been considered.

Section A – Request Details

I am making a req	uest for my child		
DOB:	_in Class		to be granted leave of absence
in term time from		to	inclusive.
Section B- Siblin	gs Details		
	nade a request for lea hool below, otherwis		nce for a sibling(s) please enter to Section C
Sibling 1:		_School:	
Sibling 2:			
Sibling 3:		_School:	
Sibling 4:		_School:	
Ciblina F.		0 - 1 1-	

	Statement	
time. If you are requesting date of the event and exp		
Section D - Signature I am the parent/carer with given on this form is corre		esides. The information I have
Name	Signature	Date:
Address		
AddressContact No		
Contact No Section E – School Use Only		
Contact No Section E – School Use Only	y (Tick as appropriate) number of days between the follo	
Section E - School Use Only Request granted for and Expected return date to school	y (Tick as appropriate) number of days between the follo	
Section E – School Use Only Request granted for and Expected return date to school Request not granted	y (Tick as appropriate) number of days between the follo	owing dates
Section E – School Use Only Request granted for and Expected return date to school Request not granted Request not granted. Sch	y (Tick as appropriate) number of days between the following the following state of the fol	owing dates
Section E – School Use Only Request granted for and Expected return date to school Request not granted Request not granted. Sch	y (Tick as appropriate) number of days between the follo	owing dates
Section E - School Use Only Request granted for and Expected return date to school Request not granted Request not granted. School Reason for request not bein	y (Tick as appropriate) number of days between the following the following state of the fol	owing dates o be issued.