

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.

Name of Child(ren): Year Group:
..... Year Group:
..... Year Group:

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 days our child(ren) will be absent from school:

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the name of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary.

Please provide details of any other children (school age and attending any of our feeder schools) who have also requested this leave of absence:

Last name of child	Year group	Feeder School attended

Signed parents/carer (in the case of shared parental responsibility both parents will need to sign this).

..... Date:
..... Date:

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED