

APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES.

PLEASE NOTE In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child Date of Birth Year Group

Childs Main Address

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Name of both parents who have Parental Responsibility.

Mr/Mrs/ Ms/Miss

Parents Address if different from child's

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Mr/Mrs/ Ms/Miss

Parents Address if different from child's

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Dates: From To

Date your child is expected back to school

Total number of days requested

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

Signed (both parents if applicable)

Date

Name

Sign

Name

Sign

THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.