

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME
(Exceptional circumstances only)

Education (Pupil Registration) (England) Regulations 2006
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2-13 amendments to the 2006 regulations make it clear that Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances.

If the Head Teacher should grant leave, the Head Teacher will determine the number of school days a child can be away from school.

Name of Pupil	
Date of Birth	
Tutor/Year Group	
Address	
Contact Details	
Sibling Details (or other children living in the house)	

I request permission for my child to be absent from school between:	
First day of absence	
Date of return to school	
Total school days absent	
Please fully explain the exceptional circumstances that you would like the Head Teacher to consider (continue over page if necessary).	

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Head Teacher.

Signature Parent/Carer _____ Date _____

Authorised	Unauthorised	HT Signature	Letter Sent	% Attendance

