

**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

**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 (1<sup>st</sup> 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:  
.....  
.....  
.....

**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 Headteacher: