

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

PLEASE NOTE – The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher's 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

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Name of Child (ren) Year Group

Child's Address

Name of Applicant(s) and Address (if different).....

.....

Do you have children at any other local school?

.....(Name of Child/ren)

Name of School

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 & why you feel it is exceptional circumstances. Please include the names of the adult (s) who will be with your child(ren) during their absence from school.

Continue on separate piece of paper if necessary

Signed (both parents if applicable)

Date

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

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