



APPLICATION FORM

Leave of absence during Term Time

In September 2013 there was an amendment to the Education (Pupil Registration) (England) Regulations 2006 which prohibited the Head Teacher of a school granting leave of absence for a pupil except where an application *is made in advance* and the Head Teacher considers there are *exceptional circumstances* relating to the request. If a Head Teacher authorises a leave of absence request, it will be his/her decision to determine the length of time that the child can be away from school.

Should you wish to make a request which must be made prior to the proposed leave; please complete the application below providing any additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during any school holiday period. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday.

1. To be completed by the parent or carer with whom the child normally resides			
School Name			
Name of Pupil		Class	
Address			
Dates Requested	From (First date of proposed absence) To (last date of absence)		Total School Days
Supporting information and the reason for the leave of absence request			

Please do not make any arrangements until you have confirmed with the school that the leave of absence is granted.

2. Please provide details of any other siblings. A separate application will be required for each child			
Child Name		School	
Child Name		School	

3. I confirm that I am the parent or carer with whom the child listed in section 1 resides			
Signed		Please print Name	
Date		Relationship to child	

For School Use only	Date application received:
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