

# Leave of Absence in Term Time Request Form



Statutory legislation affecting attendance regulations came into force on 1 September 2013. Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. It is therefore expected that parents/carers will NOT arrange family holidays to take place during term time. However, if there are appropriate exceptional reasons for the leave of absence, and provided your child's attendance is otherwise excellent, you are advised to apply for this leave of absence by completing this form and returning it to Mr Buckland, Headteacher for consideration and authorisation before confirming your holiday arrangements. Examples of exceptional circumstances include: funerals, family weddings and religious observances. Please be aware that parents/carers can be fined for taking their child on holiday during term-time without consent from school, and we are keen for our parents/carers to avoid finding themselves in this position.

## **PART 1: TO BE COMPLETED BY PARENT/CARER**

I am writing to request permission for my child to be absent from school. This absence is exceptional. I have checked that this period of absence does not coincide with any examinations or other important tests. I will ensure that he/she catches up on any work missed during his/her absence.

Please explain the **EXCEPTIONAL** circumstance:

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Name of child: \_\_\_\_\_ Form: \_\_\_\_\_

First date of absence: \_\_\_\_\_ Last date: \_\_\_\_\_ Total no. of days absent: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART 2: TO BE COMPLETED BY SCHOOL**

Authorised

Not authorised - for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Mr P Buckland, Headteacher**

Code to be used: