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|  | qegs logo |

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

It is at the discretion of the Headteacher, acting on behalf of the Governing Body, the [Education (Pupil Registration) (England) (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/756/contents/made) as to whether leave of absence is authorised. The regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to that application. Each case will be judged on an individual basis as outlined in guidance from the Department for Education.

Taking your child out of school during term time is detrimental to your child’s learning, progress and overall achievement.

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| --- | --- |
| Name of Child |  |
| Date of Birth |  |
| Form Group |  |
| Date of First Day of Absence |  |
| Date of Last Day of Absence |  |
| Number of Days requested |  |

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| --- |
| Reason for leave of absence to be taken during term time and details of the “exceptional circumstances” related to this application. |

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

Parent/Guardian

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Headteacher:**

Authorised: Y / N

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code: