

## LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteachers 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 .....

..... Year Group .....

..... Year Group .....

Childs Address .....

.....

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

.....

.....

**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 including:

- why you feel it is exceptional circumstances
- the names of the adult(s) who will be with your child(ren) during their absence from school
- the date of the occasion (e.g. date of wedding/ funeral/sporting event)
- details of flight/travel dates and times (provide a copy of booking confirmation as evidence)
- any restrictions to travel times

Continued overleaf

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Signed (both parents if applicable)                      Date .....

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

Office Use:		
Notes/Comments (inc dates of previous leave of absence requests)		
<div><div><input type="text"/></div><div>No. of days authorised</div></div> <div><div><input type="text"/></div><div>No. of days unauthorised</div></div>		
Senior Leader Signature:		Date: