



Request for A Leave of Absence

The form below must be completed by any parents wishing to request authorisation for a leave of absence for their child(ren). The following information should be considered carefully when making such a request.

The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state:

- Headteachers may **not** grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.
- The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave.
- Parents **can be fined** for taking their child on holiday during term time without consent from the school.

Name(s)		Class(es)	
Requested Dates			
Please provide details of the <u>exceptional circumstances</u> which you believe warrant authorised for a leave of absence.			
Signed		Date	

This must be the person with parental responsibility

Office Use

Date Received		Passed to BP	
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