



APPLICATION FOR PUPIL ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

As a parent/carer you should fill in this form if you want to take your child out of school during term time due to exceptional circumstance.

The Education (Pupil Registration) (England) Regulations 2006 has now been amended as from 1st September 2013.

The Headteacher may **not grant any leave of absence during term time** unless there are **exceptional circumstances**. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

I am sure that you will want the best education for your child by taking family holidays during the designated holiday periods.

Parent/Carer please complete		For Office Use only	
Childs name	Class	% attendance	Comments

Date(s) from: ____day, ____/____/____, to ____day, ____/____/____, inclusive.

Please explain your exceptional reasons for taking your child(ren) out of school during term time below:

Signature of Parent/Carer _____ Date: _____

Headteacher		Authorised / Declined	Date:
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Letter sent to Parent	Date:	SIM's Updated	Date:
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