



APPLICATION FOR LEAVE OF ABSENCE

Education (Pupil Registration) (England) Regulations 2013

Recent changes to legislation make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request you should discuss these with the Headteacher. 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 have read and understand the information on this form, and wish to make an application for leave of absence for my child/children.

Name of child/children Class(es)

Date(s) of absence from to

Total number of school days requested

Please use the space below to explain the exceptional circumstances behind your request. The Headteacher may need to contact you by telephone, please include a contact telephone number.

I certify that I am the parent/guardian of the child

Signed (Parent/Guardian) Date

For Office Use Only
Authorised: Yes/No