

LEAVE OF ABSENCE FORM

PLEASE NOTE – The Education Pupil Registration for England Amendments Regulations 2013 states that Headteacher’s 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 (in 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 numbers of days our child(ren) will be absent from school

Please state in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

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

IF THIS IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED