



## REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

### Education (Pupil Registration) (England) Regulations 2006

### Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations explain clearly that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

<b>Name of pupil</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Tutor/Year group</b>	
<b>Contact Numbers</b>	
<b>Name of any siblings and school attended</b>	

I request permission for my child to be granted leave of absence from school between:-

<b>First Day of Absence</b>	
<b>Last Day of Absence</b>	
<b>Total School Days</b>	

**PTO**

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary)*. Any documentation supporting exceptional circumstances **MUST** be provided at the time of application

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**Declaration**

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Headteacher.

<b>Name of parent</b>	
<b>Date of birth</b>	
<b>Address</b>	

<b>Name of parent</b>	
<b>Date of birth</b>	
<b>Address</b>	

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_