



APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME

Important Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave.
Governors only permit the Headteacher to grant leave of absence in exceptional circumstances
If the exceptional circumstances are authorised the Headteacher will determine the length of the absence authorised
Requests for Leave of Absence should made before any arrangements confirmed or money committed. This form MUST be completed by the parent(s)/resident parent/carer(s) before requests will be considered
Please complete a Leave of Absence form for each child

Please note: Parents do not have any entitlement to take their child on leave during term time.

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Class: _____

Name of Child: _____ Class: _____

Dates of Proposed Absence: From: _____ To: _____

Reason for Proposed Absence – please provide reasons to support the application including any evidence (they can only be exceptional circumstances)

.....
.....
.....

Total Sessions Requested On This Occasion. One day=Two sessions: am and pm []

(For siblings) I have also applied to _____ School/Academy for leave

Of absence for _____(Insert child/children’s name)

Signature of Parent/Carer: _____ Date _____

For school use only

Child 1 - Current Attendance %: _____ Attendance % in last academic year: _____

Child 1 - Current Attendance %: _____ Attendance % in last academic year: _____

Reasons for decision:

1st date of absence.....

Expected date of return

Authorised: Y/N Penalty Notice: Y/N

Headteacher:

Date:

Letter:.....

SIMS []