



**LEAVE OF ABSENCE REQUEST FORM**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are **exceptional circumstances**.

**IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**

Name of Child(ren) ..... Year Group .....  
 ..... Year Group .....  
 ..... Year Group .....

Child's Address .....  
 .....

Name of Applicant(s) and Address (if different from above) .....  
 .....

**I We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.**

From..... To..... (inclusive)

Total number of days our child(ren) will be absent from school is: .....

Please supply in as much detail as possible in the box below the reason for your request and why you feel there are **exceptional circumstances why this leave should be approved**.

Please include the names of the adult(s) who will be with your child(ren) during their absence **IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.**

Continue on reverse if necessary

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

..... Date .....

<b>Office use:</b>		
Attendance to date .....	Date .....	Authorised Y/N
Call to parent date .....		letter sent .....