APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you need to take your child out of school during term time for reasons other than medical or educational appointments.

After completing the form, please return it to the school office no less than 3 weeks before the date when you want the period of absence to start.

As you will know, amendments to the 2006 Pupil Registration (England) Regulations which came into effect on 1st September 2013 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

CHILD’S NAME CLASS

DATES OF ABSENCE: From To \_

NUMBER OF DAYS:

REASON FOR ABSENCE:

REASON WHY YOU ARE UNABLE TO ARRANGE THIS DURING SCHOOL CLOSURES:

SIGNED DATE

*For office use only:*

*Unauthorised Days*

*Authorised Days*

*Code*

*Your request for days leave of absence has been considered and will be recorded as follows:*

*Unauthorised Days*

*Authorised Days*

*Should you have any queries about this decision please contact the Headteacher via the school office.*

*Child’s Name Class*