



Application for Leave of Absence During Term Time - Exceptional Circumstances Only

Important Information for Parents/Carers - Please read prior to form completion

- The Education (Pupil Registration) (England) Regulations 2006 (as amended) by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave for holidays.
- Headteachers may only grant leave of absence in exceptional circumstances; it is therefore unlikely a leave of absence will be granted for the purposes of a family holiday.
- Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.
- A leave of absence is granted entirely at the headteacher's discretion.
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.
- Requests for Leave of Absence should be made before any arrangements are confirmed or money committed
- This request form **MUST** be completed in advance by the parent(s)/carer(s) with whom the pupil normally lives before requests will be considered.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.
- A Leave of Absence form must be completed for each child.
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, the absence will be marked as unauthorised on the attendance register.
- Parents may be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence, including holidays.
- Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request.
- Children need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind.

Exceptional circumstances

In considering whether any exceptional circumstances apply, the headteacher will consider if the reasons are **rare**, **significant** and **unavoidable**. The headteacher will also take into consideration the factors listed below:

- whether the event for which leave of absence is requested could reasonably take place during school holidays;
- levels of attendance and unauthorised absence over the last 12 months;
- any leave of absence taken previously;
- whether the leave is during the exam period or will result in a failure to meet assessment deadlines;
- the age and year group of the pupil concerned.



I wish to apply for Leave of Absence from school for:			
Name of child:		Child's year group:	
Dates of proposed absence:			
From:		To:	
Reason for Proposed Absence – please provide reasons to support the application including evidence in support of your request <i>(they can only be exceptional circumstances - see overleaf before completing)</i>			
Total number of school days of absence:			
I have also applied to _____ School/Academy for leave of absence for _____ (please insert siblings' names)			
Parent's signature:		Date:	

For school use only			
Current attendance percentage:	%	Previous leave checked	Y/N
Exceptional circumstance – criteria met? (must be consistent with regulations):			
Authorised by Headteacher	Y/ N	Signature:	
		Date:	

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.