Request for leave of absence in term time
(Exceptional circumstances only)

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools cannot grant leave of absence from school unless there are exceptional circumstances.

In making a request for leave of absence from school in term time, you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Headteacher. If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Authority to issue a Fixed Penalty Notice.

Please note that once a request has been made to the Local Authority to issue a Fixed Penalty Notice you will <u>not</u> have an opportunity to discuss this matter further with the Local Authority. Any queries or discussions should be had prior to, or at the time of, requesting the leave.

This form should be submitted at least 5 working days before the start of the absence.

You are advised not to make any arrangements until your request has been considered.

Name of child/children *(Provide date of birth for children in Reception)*		Class	
Siblings from another school	If you have also made a request for leave of absence for sibling(s) in another school, please write their name(s) and school below:		
Dates of requested absence	First date of requested leave:	Date returning to school:	
	Last date of requested leave:	Total number of school days' absence requested:	
Please turn over to complete further details			

Please explain why you are applying for a leave of absence during term time. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form. **Please be aware that documentary** e**vidence may be requested.**

Please delete as appropriate:	I (*am / am not*) the parent/carer with whom the child normally resides. *(If you indicate 'am not', your signature allows the school to seek consent from the parent/carer with whom the child does normally reside)*

Signature:	Print name:	Date:

For school use only	Date received:	**Child's attendance summary**	
		Current academic year	%
		Previous full academic year	%

Authorised	Request has been authorised on this basis:	
	Number of days which have been authorised	
	Expected return to school date	

Not authorised	Request **not** authorised because the reasons are not considered 'exceptional'. *Additional comment from school below if required:*
	(School delete as appropriate)
	If this period of leave is taken, the school will / will not request that the Local Authority issues a Fixed Penalty Notice (FPN) because the leave does / does not meet the FPN criteria in the policy.

Headteacher signature and date:	Date copied to parent making the request:

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