

APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

The conditions under which leave of absence for Term-Time Leave or visits overseas may be granted are contained in the Education (Pupil Registration) Regulations that came into effect from September 2013. The amendments make clear that Head Teachers **may not** grant any leave of absence during term time unless 'exceptional circumstances' exist. Exceptional circumstances are one off events which are unavoidable, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The regulations also stated that Head Teachers should determine the number of school days a child can be away from school if leave is granted for 'exceptional circumstances'. All references to family holidays and extended leave as well as the notional threshold of ten school days have been removed.

Permission will not be given if it is applied for after the leave of absence or visit has taken place. Should leave be taken after permission has been withheld, this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report.

Any parent who take a child out of school for term time leave for 6 consecutive session (3 days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice.

Please include all children on this form including those at Secondary school.

I request that (Students name)

Class:

and their sibling(s) (if appropriate) (name(s) of child(ren))

Class(s)..... and/or Secondary School attended.....

be granted leave of absence from to(inclusive)

It is necessary to take my child out of school because of the following exceptional circumstances:

Signature of Parent/Carer:

Date:

Name of Parent/Carer (please print):