



Leave of Absence Request

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES IN TERM TIME

The Education (Pupil Registration) Regulations 2006

This form should be completed at least four weeks in advance of the proposed period of absence, by the parent with who the child normally resides. In line with Government and Local Authority guidance, authorised absence will only be given for exceptional circumstances – at the discretion of the Headteacher, considering the child’s absence.

The Local Authority strongly discourage parents/carers from applying for leave of absence during term-time and encourages school NOT to authorise such applications unless exceptional circumstances.

Please be aware that the Education Welfare Service will be informed of any unauthorised absence and it may result in a Local Authority Penalty Notice Warning letter being sent to you in relation to your child’s attendance.

I wish to apply for leave of absence from school for my child:

Name of child/children:			
Class:			
First day of leave requested:		Last day of leave requested:	
Number of school days involved in leave:			
How many applications for leave of absence have you made this year?			
Exceptional circumstances leading to request (THIS SECTION MUST BE COMPLETED)			
Signed:	(Parent/Carer)		Date:

For school use only

Attendance: _____ %

The above leave is authorised in accordance with the school’s procedures

The above leave is not authorised in accordance with the school’s procedures

Signed: Date

(Headteacher on behalf of the Hillside Governing Body)

