



APPLICATION FOR LEAVE OF
ABSENCE FROM SCHOOL FOR STUDENTS
DURING TERM TIME

Parents should not take their children on holidays in term time.

There is no legal right to do so. Under the 2006 Education (pupil registration) regulation (amended 2013) there is no provision for Head Teachers to grant "leave of absence" unless under "exceptional circumstances"

NAME OF CHILD	
DATE OF FIRST DAY OF ABSENCE	
DATE OF RETURN	
NUMBER OF DAYS REQUESTED	
REASON FOR LEAVE OF ABSENCE DURING TERM TIME AND WHY THIS IS AN "EXCEPTIONAL CIRCUMSTANCE".	

SIGNED (Parent/Carer) DATE

PRINT

SIGNED (Headteacher)DATE