



Leave of Absence Request Form

PLEASE NOTE – The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child (ren) Year Group.....
 Year Group
 Year Group

Child's Address

Name of Applicant(s) and Address (if different)

I / We wish to apply for our child (ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From To

Total number of days our child (ren) will be absent from school

Please supply in as much as possible the reason for your request any why you feel it is exceptional circumstances. Please include the names of adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable) Date

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED

Reasons for exceptional circumstances (continued)

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For Office Use Only

child's attendance (as a %)

Attendance last academic year	Attendance this academic year	Attendance defined by Government as persistently absent	School target this academic year	Current school average
		90	97.5	