



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 detail as possible the reason for your request and 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

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