

APPLICATION FOR LEAVE OF ABSENCE – please return to school office

Taking your child out of school during term time could be detrimental to your child's educational progress.

Amendments to regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Where absence is not authorised and the leave is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 within 28 days (or £60 if paid within 21 days) to each parent for each child taken out of school.

Name of Child(ren)	
D.O.B:	
Class:	

Date of First Day of Absence (for exceptional circumstances ONLY): _____

Date of Return: _____

Number of Days Requested (for exceptional circumstances ONLY): _____

Please attach a letter outlining the exceptional circumstances for which leave of absence is being applied for. If this is not provided the school will be unable to authorise the request.

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APPLICATION FOR LEAVE from _____ to _____

Name of Child/Children: _____ GRANTED / NOT GRANTED

Signed: _____ (Headteacher) Dated: _____

School/office use only:

Attendance to date	%		
Number of sessions absence this academic year:	Auth	Unauthorised	Total

