

Request for Leave of Absence in term time due to Exceptional Circumstance

In line with the Education Regulations 2006 (Pupil Registration – England (2013)), Schools and Academies are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence in term time you need to explain and demonstrate why the circumstances are exceptional, alongside why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Principal.

If you take your child out of school without permission (as granted within this process) the absence will have to be recorded as an unauthorised leave of absence, which may result in you facing a Fine / Fixed Penalty Notice from the Local Authority.

Please note that once a request has been made to the Local Authority to issue a Fixed Penalty Notice, there will be no further opportunity to discuss this matter with the Local Authority. Therefore, all queries or discussions must be had prior to, or at the time of, requesting the leave.

Please also be aware that the decision to grant leave of absence lies with the school; and once a decision has been made it cannot be challenged.

You are advised not to make any arrangements until your request has been considered and a response has been given to you in writing

Section A – Request Details

I am making a request for my child _____

DOB: _____ in Class _____ to be granted leave of absence in term-time from _____ to _____ inclusive.

Section B- Siblings Details

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C

Sibling 1: _____ School: _____

Sibling 2: _____ School: _____

Sibling 3: _____ School: _____

Sibling 4: _____ School: _____

Sibling 5: _____ School: _____

Section C – Supporting Statement

Please explain why you are applying for an authorised leave of absence during term time. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form.

Section D - Signature

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Name _____ Signature _____ Date: _____

Address _____

Contact No _____

Section E – School Use Only (Tick as appropriate)

Request granted for ____ number of days between the following dates

_____ and _____.

Expected return date to school will be _____.

Request not granted

Request not granted. School to request Penalty Notice to be issued.

Reason for request not being granted: _____

Principal: _____

Date: _____

Copy sent to parent on _____ (Date)