

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The Education (Pupil Registration)(England) Regulations 2006 (as amended) sets out the law in respect of leave of absence during term time.

An application for leave of absence in term time should be made to the Headteacher for the school at which the child is on roll, by a parent/carer with whom the pupil normally resides and giving **at least 4 weeks'** notice.

School requires an application for leave of absence in term time to be completed whenever a child is to be absent from school, for any reason, other than medical or illness absence. This ensures the school is aware of the absence and the appropriate safeguarding procedures have been followed

A SEPARATE APPLICATION IS REQUIRED FOR EACH CHILD

Parent/Carer Details

Name & Address of Parent/Carer with whom the child normally resides:

By signing this form you are agreeing to the request being made.

Signature(s):.....

Date:

Where leave of absence in term time is taken without a request being made, this will be investigated in accordance with our Safeguarding & Child Protection Policy and the Child Missing in Education procedures, which may involve a referral to the Local Authority Children's Services and the Police. Fines may be issued.

Child Details

Name:

D.O.B:

Address:

Year Group:

Dates Request

First date of absence:

Last date of absence:

Reason for request:

Has an application for leave of absence been made to another school? If yes, please give the name of the school/pupil:

A Head teacher will not grant leave of absence during term time unless there is an exceptional circumstance. Please provide evidence of any exceptional circumstance with the application.

Office use only: Please tick appropriate box

Leave authorised

Exceptional circumstance found

Leave denied

Exceptional circumstance NOT found