



PUPIL LEAVE OF ABSENCE REQUEST FORM (One request form per child)

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**.

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

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|
| NAME OF CHILD | | CLASS |
| CHILD'S ADDRESS | | |
| START DATE | END DATE | |
| TOTAL NUMBER OF DAYS CHILD WILL BE ABSENT FROM SCHOOL | | |
| REASON FOR ABSENCE REQUEST Please supply in as much detail as possible the reason for your request and why you feel it is EXCEPTIONAL CIRCUMSTANCES . | | |
| NAMES OF PARENTS | | |
| ADDRESS (IF DIFFERENT TO CHILD) | | |
| SIGNED | | |
| DATE | | |

| | |
|---------------------------------------|-----------------------------------------|
| FOR OFFICE USE ONLY | DATE FORM RECEIVED |
| CHILD'S ATTENDANCE THIS ACADEMIC YEAR | |
| CHILD'S ATTENDANCE LAST ACADEMIC YEAR | |
| REQUEST APPROVED / DENIED * BY | DATE |
| RECORDED IN FILE | ENTERED ON MIS |
| LETTER TO PARENTS | PENALTY NOTICE ACTIONED (if applicable) |

September 2019