



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME - EXCEPTIONAL CIRCUMSTANCES ONLY

Education (Pupil Registration) (England) Regulations 2006
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that Headteachers should determine the number of school days a child can be away from school if the leave is granted. Please see reverse for further information. We will ask for proof to back up your request.

Name of pupil:	Class:
Name of Parent/Carer	
I request permission for my child to be absent from school between:	
First Day of Absence:	Last Date of Absence:
Total Number of school days requested:	
Has your child already had leave of absence in this school year?	YES / NO
If YES, please give dates and details:	
Please fully explain the exceptional circumstances that you would like the Headteacher to consider (continue on a separate sheet if necessary).	

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Headteacher.

Signature (Parent/Carer)..... **Date**.....

To be completed by the Headteacher		
Child's attendance this academic year:	Child's attendance last academic year:	Our overall school target for attendance this year is: %
Having considered your request for leave of absence carefully, the decision is:		
<input type="checkbox"/> Approved (the absence will be recorded as authorised)		
<input type="checkbox"/> Not approved (the absence will be recorded as unauthorised)		
Explanatory notes:		

Signature (Headteacher)..... **Date**.....

Important information for Parents

- Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Headteachers to consider individual requests to authorise a leave of absence in exceptional circumstances.
- The Headteacher must be satisfied that the exceptional circumstances justify an authorised absence, **annual family holidays DO NOT qualify as exceptional circumstances** and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.
- The request for an authorised leave of absence must be made at least four weeks in advance and the Headteacher may invite the parent into school to discuss the request before a decision is made.
- If the circumstances relating to this request are considered exceptional and the absence is authorised by the Headteacher, the expectation is that child's attendance will be of a satisfactory level both prior to and after the date covered by the request.
- If the request for a leave of absence is REFUSED and the absence is recorded as unauthorised, the Headteacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.
- A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.
- Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.
- As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.