

APPLICATION FOR ABSENCE

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1 September 2013, state that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. In such cases the Headteacher/Governing Body have to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised and the parents persist in taking the holiday. Warnings will not be given where it can be shown that parents have been notified previously that such absences will not be authorised.

Only absences for approved by the Governors will be counted as authorised absences on children's records. Any other holidays, or odd days taken, will be recorded as unauthorised absences.

Name of Child(ren) Class(es)

I/We apply for leave of absence which is from

..... to inclusive.

Total number of **school days** your child will be off

The exceptional circumstances for which leave is requested:

Has your child already had leave of absence in this school year? YES/NO

If yes, please give details:

Signed Date

N.B. Application should be made to the Headteacher at least 2 weeks before the absence.

Name of Child(ren) Class(es)

..... to inclusive.

Leave of absence is agreed and will be treated as an authorised absence.

Leave of absence is not agreed and will be recorded as unauthorised.

Explanatory notes:

Signed (on behalf of the Governors) Date: