**LEAVE OF ABSENCE REQUEST FORM**

**PLEASE SUBMIT THIS FORM AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.**

***PLEASE NOTE - The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher’s should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.******In addition, the new National Framework for Penalty Notices came into effect in August 2024 with regards to attendance*.**

**Name of Child(ren)** ……………………………………………. Date of Birth………………………… Year Group……..

……………………………………………. Date of Birth………………………… Year Group……..

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….…………………………………………. Date of Birth………………………… Year Group……..

**Name of Applicant/s** ………………………………….……………………………….………………………………………..…………

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**Address/s**  .……………………………………………………………………………………………………………………..……

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I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From…………………………….. To……………………………. Total number of days of absence from school ……....

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| **Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.** |

Signed (both parents if applicable) …………………………………… …………………………………. Date ………………..

**SCHOOL USE ONLY**

|  |  |
| --- | --- |
| Date Received |  |
| Current Attendance |  |
| Last Years Attendance |  |
| Date Letter Sent |  |
| Meeting Y/N |  |
| Approved Y/N |  |
| Referral Y/N with explanation |  |