



# APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you wish to take your child out of school during term time. This form is to be used for all absences other than sickness and medical/dental appointments. After completing the form, please return it to the Head teacher of your child's school no less than 2 weeks before the date when you want the period of absence to start.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted. Even where there are exceptional circumstances, no holiday requests will be granted during any period of external examinations (the month of May for Year 2 and Year 6 pupils, the month of June for Year 1 pupils).

## Parent/Carer to complete this section:

I request that \_\_\_\_\_ (Name of child)

in class \_\_\_\_\_ be granted leave of absence

From \_\_\_\_\_ To \_\_\_\_\_  
(First day absent from School) (The last school day that will be missed)

in order to take part in \_\_\_\_\_ (event).

The leave cannot be taken in the normal school holidays because

\_\_\_\_\_  
\_\_\_\_\_

(Please supply an attached letter if necessary if you need further space to explain)

Signature of Parent/ Carer \_\_\_\_\_

Date \_\_\_\_\_

## Headteacher to complete this section:

Attendance % (up until Autumn half-term use the % figure from previous academic year)

Above 95% - Good attendance  
85% - 94% - Requires improvement  
Below 85% - Unacceptable attendance

How much leave of absence has already been granted this academic year?

Your request is **approved** and the absence as set out above is authorised

Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following reason:

Reason:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_