

WEST TYNE FEDERATION

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006

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

The 2013 amendments to the 2006 regulations explain clearly that the head Teacher may not grant any leave of absence during term time other than in exceptional circumstance. The Head Teacher will also determine the number of school days the student(s) can be away from school if leave is granted.

Name of pupil	
Date of birth	
Address	
Tutor/Year group	
Contact Numbers	

I request permission for my child to be granted leave of absence from school between:-

First Day of Absence	
Date of Return	
Total School Days	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. (*Continue on a separate sheet if necessary.*)

Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences of my child being absent without leave of absence being granted or authorised by the Head Teacher.

Signature

Date