

## 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 Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Headteachers should also determine the number of school days a child can be away from school if leave is granted.

Name of pupil	
Date of birth	
Address	
Tutor/Year group	
Contact numbers	
Name(s) of brother/sister	
School(s) brother/sister attends	
*If there is a brother/sister at another school we will contact the school to discuss this application	

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

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 should I take my child on leave of absence without the prior authorisation of the Headteacher.

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