



Bishop Aldhelm's C.E. Primary School

Loved by God; United in Learning

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,
Courage
and Inspiration*

Request for leave of absence in term time due to exceptional circumstances

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Head Teacher. If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice.

You are advised not to make any arrangements until your request has been considered.

Section A – Request Details

I am making a request for my child _____

DOB: _____ in Class _____ to be granted leave of absence in term time from _____ to _____ inclusive.

Section B- Siblings Details

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C

Sibling 1: _____ School: _____

Sibling 2: _____ School: _____

Sibling 3: _____ School: _____

Sibling 4: _____ School: _____

Sibling 5: _____ School: _____

Bishop Aldhelm's C.E. Primary School is committed to safeguarding and promoting the welfare of all our children.
Hamwic Education Trust. Registered address: Unit E, Mill Yard, Nursling Street, Southampton, SO16 0AJ.
A charitable company limited by guarantee registered in England and Wales (Company Number 10749662)

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Address: Winston Avenue, Poole, Dorset, BH12 1PG

Section C – Supporting Statement

Please explain why you are applying for an authorised leave of absence during term time. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form.

Section D - Signature

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Name _____ Signature _____ Date: _____

Address _____

Contact No _____

Section E – School Use Only (Tick as appropriate)

Attendance Year to Date

☐ Request granted for ____ number of days between the following dates

_____ and _____.

Expected return date to school will be _____.

☐ Request not granted

☐ Request not granted. School to request Penalty Notice to be issued.

Reason for request not being granted:

☐ Request not granted. Not school policy for holiday to be taken in term time

Headteacher: _____ Date: _____