

**APPLICATION FOR PUPIL LEAVE OF ABSENCE IN**

**EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

**No parent/carer can demand leave of absence as of right.**

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as ‘exceptional’:

* Service personnel returning from active deployment.
* Where inflexibility of the parents’ leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation / company.
* Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided.
* When a family needs to spend time together to support each other during or after a crisis.
* A one-off never to be repeated occasion that can only take place at the time requested.

**Please note: Headteachers would not be expected to class any term time holiday as exceptional.**

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil out of school during term time means that children miss important school time – both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child’s continuity of education. Please ensure that your application fits one of the above criteria before applying and that you attach sufficient supporting documentary evidence if required/requested.

Please ensure you have read and understand the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The** [**Education (Penalty Notices) (England) (Amendment) Regulations 2013**](http://www.legislation.gov.uk/uksi/2013/757/contents/made)**)** which can be found at www.education.gov.ukbefore applying to take your child out of school during term time.

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| Name of pupil(s): |  | Class(es): |  |
| Address: |  |
| Telephone No: |  | Date of application: |  |
| I request permission for my child to be absent from school: |
| From: |  | To: |  | Total no. of school days: |  |
| Reason for application Your application must fit one of the following criteria (please tick and detail reasons below). Please use an additional sheet if required and attach it to your application. |
| [ ]  Service personnel returning from active deployment[ ]  Where inflexibility of the parents’ leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation / company. [ ]  Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided. [ ]  When a family needs to spend time together to support each other during or after a crisis. [ ]  A one-off never to be repeated occasion that can only take place at the time requested.  |
| *Please detail your circumstance in this box* |

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| Signature of parent / carer: |[ ]  I certify that I have read and understood the new regulations (The Education (Pupil Registration) (England) Amendment Regulations 2013 and The [Education (Penalty Notices) (England) (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/757/contents/made)). | *Signature in this box* |

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| **For School Use Only** |
| Application seen by headteacher (signature): |  | Date: |  |
| Decision Reached: |  |
| Reason: |  |
| Date reply returned to parent: |  |