



## Application for pupil leave of absence from school

Headteachers comply with the amendment to the **Education (Pupil Registration) (England) (2006) Regulations 2013** which means that they cannot authorise a leave of absence from school unless it is exceptional.

Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

***Please note: Parents do not have any legal entitlement to take their child on holiday during term time.***

Full name of child/ren:

Address:

Reason for application:

Proposed dates of absence from school:

*I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I will make sure that my child/ren catch up with any work that is required of them.*

Signature of parent/carer:

Date:

### **Inclusion Team Use Only**

Request seen by Head Teacher: Y/N

Agreement reached: Y/N

Current Attendance %:

Outcome:

Date:

Signed: