

## 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

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

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 on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application Parents/Carers are asked to consider the effect on their child's continuity of education.

**APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES  
DURING TERM TIME**

Name of pupil(s):

Class(es):

Address:

Telephone No:

I request permission for my child to be absent from School

From..... To..... Total School days.....

**Exceptional circumstances for request:**

*(this section must be answered in full and against the stated criteria overleaf)*

Signature of Parent/Carer..... Date.....

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**For School use only**

Form Number \_\_\_\_\_

Date Issued \_\_\_\_\_ by \_\_\_\_\_ (add initials)

Date Received \_\_\_\_\_ by \_\_\_\_\_ (add initials and copy for Headteacher)

Decision and Date \_\_\_\_\_ by \_\_\_\_\_ (Headteacher to sign)

Date Reply Returned \_\_\_\_\_ by \_\_\_\_\_ (add initials)

Further Information (please add details below)