



Application form for leave of absence in Exceptional Circumstances.

Important information for Parent/Carers

- Request for leave of absence should be made in advance and before any arrangements confirmed or money committed.
- This form must be completed by the resident Parent(s)/ Carer(s) before requests will be considered.
- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose **in exceptional circumstances**).
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.
- Please completed a Leave of Absence form for each child.
- Failure to make a request for a Leave of Absence in advance will result in the absence being recorded as unauthorised.
- Parents can be issued with a fixed penalty notice or prosecuted for unauthorised absence including family holidays.

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

I wish to apply for Leave of Absence from school to be granted to:

Name of Child:	Year Group:	DOB:
First date of Proposed Absence:	Last date of Proposed Absence:	
Expected date of return to school:	Total number of school days:	

Reason for proposed Absence – please provide reasons to support the application including evidence:

Signature of resident Parent/ Carer:

Print Name: Date:

FOR SCHOOL USE ONLY:

Name of child..... **Date received by school**.....
 Absence Authorised: YES / NO Number of school days authorised:
 If absence authorised, expected date of return to school:
The reasons for this decision are:

Refer to Leicestershire County Council: YES/NO

Head Teacher / Attendance Lead: **Date:**.....