

As parents, you have a legal responsibility to ensure your child's attendance at school. During the year, pupils are at school for 190 days which means they are at home for 175 days.

Please be aware that The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1st September 2013 states that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please complete and submit this form to request for leave of absence in exceptional circumstances. We may ask for proof of flights and medical detail to support any such request. The Head teacher will consider the reasons for the request carefully, and with due regard to your particular circumstances, including attendance and punctuality to date, and will notify you of the decision.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice

Name of Pupil	Class
Siblings in other schools (Name, DOB and name of school)	
Name of Parents: Telephone number: Email:	
Dates of exceptional leave request	From: To:
Why are you requesting exceptional leave of absence during term time?	

Signed by Parent/Carer	
Print Name and Relationship to Child	
Date:	
For school use only	
Date request received	
Has the request been considered by the Head Teacher	
Has the request been discussed with the parent/carer	
Number of school days requested	
Number of days authorised	
Number of days unauthorised	
Signed and Date	

Exceptional Leave Request Form

