

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE – The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Child's address: Address (if different from above): Address (if different from above): If We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates From To To Total number of days our child (ren) will be absent from school lease supply in as much detail as possible, the reason for your request and why you feel there are exceptional rounstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school. Continue over the page if necessary Signed (both applicants if applicable): Date:	Name of ch	nild(ren):				Year gro	oup	
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Continuation sheet								
School use only								