



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.

Name of child(ren): _____ Year group _____
 _____ Year group _____
 _____ Year group _____

Child's address: _____

Name of applicant(s): _____ Address (if different from above): _____

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates

From		To	
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Total number of days our child (ren) will be absent from school	
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Please supply in as much detail as possible, the reason for your request and why you feel there are **exceptional circumstances**. 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: _____

Continuation sheet

School use only