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| APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME |

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| Important Information for Parents* Head teachers comply with the 2013 amendment to the **Education (Pupil Registration) (England) (2006) Regulations 2013**which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not
* Head teachers may grant leave of absence if they consider exceptional circumstances apply
* If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
* Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed
* If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child’s academic progress
* This form MUST be completed by the parent who intends to remove the pupil from school during term time
* Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

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

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| **I wish to apply for Leave of Absence from school to be granted to:** Full name of child/ren…………………………………………………………………………………………………….......Address………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………From (1st day of absence) ……………………To (last day of absence) …………………………………………………Total number of school days………………...Expected date of return to school………………………………………Reason for proposed absence - please provide reasons to support the application including evidence:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Please read the following and sign to indicate you agree:** *I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren’s progress. I undertake to make sure my child/ren catch up with any work that is required of them.* Signature of parent(s)/carer (s)……………………………………………………………………………………Date:  |
| **Your request for leave of absence from school during term time has been considered and has been:****Agreed** [ ]  **Days agreed**…………………………………………………… **Not agreed** [ ] Signature of Headteacher………………………………………………………………… |