

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL IN EXCEPTIONAL CIRCUMSTANCES

I, _____, Date of birth _____, being the parent/carer of

Request that he/she be granted leave of absence from school (give dates) from / / to / / .

This leave of absence is exceptional because

Signature of Parent or Carer _____

Date _____

This application **IS** approved

This application **IS NOT** approved because _____

Headteacher _____

Date _____

This form is to be completed by the Parent or Carer and forwarded to the Headteacher of the school which the child attends before the period for which leave of absence is requested. Once the Headteacher has made a decision a copy of this form should be returned to the parent and a copy kept in school.

- NOTES FOR PARENTS:**
1. Regulations made by the Secretary for State for Education with reference to school attendance only allow for Headteachers to authorise leave of absence in exceptional circumstances. The regulations also allow for Headteachers to specify the number of days they will authorise for any leave of absence.
 2. Parent or carers do not have an automatic right to leave of absence.
 3. Parents or carers should avoid requesting leave of absence for their child during the period of national examinations (usually May/June - parents or carers should enquire from the school as to exact dates).
 4. Parents who take their children out of school without the Headteacher's approval may be issued with a Fixed Penalty Notice per parent per child.