

# Application for Leave of Absence from School



## THIS FORM MUST BE SUBMITTED TO THE HEADTEACHER TWO WEEKS IN ADVANCE OF THE REQUESTED DATES

Due to amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into place on 1st September 2013, leave of absence for holidays during term time may not be taken unless there are **exceptional circumstances**.

It is not possible to produce a list of what is considered an exceptional circumstance. All requests are treated on an individual basis. Examples of circumstances that may **not** be considered exceptional are:

- Availability of cheap holidays and cheap travel arrangements.
- Days overlapping with the beginning or end of term.
- Birthday of student or family member.

Student Name:

Form:

Dates of requested Leave of Absence: From

To

*inclusive*

Reason:

**Sporting Activity** – this should be due to membership of a club or team. A letter from the club/team confirming the request should be included.

Reason why this activity cannot take place outside of school time:

**Holiday** – if this is the only time during the year that a holiday can be taken due to work commitments a letter from your employer must be provided supporting this.

Name of person submitting request:

E-mail address:

Signature:

Date:

Date received by school:

Date response sent: