

**LEAVE OF ABSENCE REQUEST FORM**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher’s 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 ………………..

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Child’s Address …………………………………………………………………………………………………………………….

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Name of Applicant(s) and Address (if different)…………………………………..………………………………

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

From…………………………………………………….. To…………………………………………………….

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 it is **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 parents if applicable) Date …………………………………………………………

**……………………………………………………………… ……………………………………………………………….**

***IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.***