



PUPIL 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		CLASS
ADDRESS		
START DATE		END DATE
TOTAL NUMBER OF DAYS CHILD WILL BE ABSENT FROM SCHOOL		
REASON FOR ABSENCE REQUEST Please supply in as much detail as possible the reason for your request and why you feel it is EXCEPTIONAL CIRCUMSTANCES .		
NAMES OF PARENTS		
SIGNED		
DATE		

FOR OFFICE USE ONLY	DATE FORM RECEIVED
CHILD'S ATTENDANCE THIS ACADEMIC YEAR	
CHILD'S ATTENDANCE LAST ACADEMIC YEAR	
REQUEST APPROVED / DENIED * BY	
DATE	
RECORDED IN FILE	ENTERED ON MIS
LETTER TO PARENTS	PENALTY NOTICE ACTIONED (if applicable)

September 2018