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**Pupil Leave of Absence Form**

Parents should complete this form for requests for absence from school.

Please note: The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Headteachers **should not grant approval for any leave of absence during term-time** including holidays, unless there are exceptional circumstances

**Pupil(s) Name(s)**:……………………………………………………………… **Form(s):** …………………………………

I/We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES from

………………………………………………………… until ……………………………………………………… inclusive

Total Number of days our child(ren) will be absent from school will be …………………

The Reason for the absence: *(Please include as much detail as possible and attach any relevant further information if necessary)*

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*(Continue on a separate sheet if necessary)*

I have parental responsibility\*

Signed …………………………………………………. Relationship to child(ren): ………………………………………..

\*Please tick.  
*If you do not have parental responsibility or it is shared with another party, they are also required to sign this form.*

The Department for Education has made amendments to the regulations with regard to school attendance. Previously, Headteachers were allowed to grant leave of absence during term time of up to 10 school days if the leave of absence application me the criteria set out by the Department for Education.

Since 1st September 2013, school are no longer allowed to authorise leave of absence for family holidays. **Headteachers may not grant any leave of absence for students during term time unless there are exceptional circumstances**.

**Leave of Absence cannot be authorised after the absence and will be classed as unauthorised.**

We request that all applications are submitted at least 2 weeks prior to the absence where possible.

Any leave of absence taken without authorisation will be recorded as an unauthorised absence and may be referred to the Education Welfare Service. The Local Authority can give each parent a fine of £60, which rises to £120 each if not paid within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child’s absence from school.

For further information on this, please visit the government website:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>