



**Application for Leave of Absence in Exceptional Circumstances**  
**Regulation 8 – Education (Pupil Registration) (England) Regulations 2006**

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE HOLIDAYS DURING SCHOOL HOLIDAYS – THESE ARE NOT CLASSED AS EXCEPTIONAL CIRCUMSTANCES

**Amendments to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 make clear that The Governing Body MAY NOT grant any leave of absence during term time unless there are exceptional circumstances.**

For exceptional circumstances The Governing Body will take into account the following:

1. Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.
2. They will not normally authorise absence for more than 5 school days
3. If permission is refused, any absence for the below period will be recorded at the end of the school year as unauthorised absence. *All attendance is recorded in your child's school employment records which remain with them until the end of their school career.*

*Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme. It is a legal obligation upon parents and guardians to ensure that their child(ren) attend school each day.*

**Proposed Dates of Absence:** From: \_\_\_\_\_ To: \_\_\_\_\_

***Please give full details and reasons for the proposed absence due to exceptional circumstance:-***

I request permission from the school's Governing Body for my child:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

to be granted Leave of Absence for the proposed absence due to exceptional circumstances:

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form should be submitted to the school office  
not less than one month before the proposed period of absence.

<b>Office Use Only:</b>		
Authorised <input type="checkbox"/>	Unauthorised <input type="checkbox"/>	Signature: _____