



Pupil Leave of Absence Request Form

As parents/Carers, you have a legal responsibility to ensure your child's attendance at school.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

If leave of absence is requested due to exceptional circumstances, each request will be considered on an individual basis by the Head of School. If there are deemed to be exceptional circumstances and leave of absence is granted, a return date will be agreed by the Head of School.

Please complete and submit this form at least 2 weeks before the absence to the Campus Reception if you want the Head of School to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 5 days or more could result in a penalty fine being issued via the local Authority.

Name of Pupil		Class	
First day of absence		Date returning to school	
Total number of days absent			
The reason the leave has been requested:			
Has your child had leave of absence in this school year?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please give dates and details:			
Do you have any children at a different campus?		<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes Which one?	
Signed: Parent/carer		Date:	



