REQUEST FOR SPECIAL LEAVE OF ABSENCE

Please note the following before completing this form:

An amendment to the Education (Pupil Registration) (England) Regulations 2006 removes references to family holiday to make it clear that Headteacher's may not grant any leave of absence during term time unless there are **exceptional circumstances**. This amendment came into effect on 1st September 2013.

Any application must be made in advance and will be submitted asking for permission in advance.

Pupil Name:	Date of Birth:		Class:
Home Address:			
First Date of Absence:	Date of Return:		Number of days absent:
Reason for exceptional circumstances:			
Name of Parent (living with pupil):		Home No:	
		Mobile No:	
Signature of Parent:			Date Signed:
For Office Use:			
Date Form Received:	Current % Attendance:		Last Year's % Attendance:
Exceptional Reason Accepted: YES / NO			
HT/DHT Signature:		Date slip returned to parent:	
TO BE RETURNED TO PARENT:			
This absence has been authorised / unauthorised. We therefore expect your child to be in school on			
<u>PLEASE NOTE:</u> SCHOOL NEVER SETS WORK/HOMEWORK FOR ABSENCES SO PLEASE ENSURE YOUR CHILD COMPLETES SOME LEARNING DURING THIS ABSENCE			