

## APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

- **Parents and carers should avoid taking children out of school during term time in order to go on holiday.**  
**Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
- **The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of term-time holiday.**
- However, if you feel that it is **absolutely unavoidable** then you should complete this form and return it to the Head teacher for consideration
- **No leave will be authorised for Year 2 during the assessment month of May.**
- If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This is the same as truancy. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

**Child/rens Name** \_\_\_\_\_ **Class/es** \_\_\_\_\_

I request that my child/ren be granted leave of absence from Newdigate CE Infant School

From \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

Number of School Days \_\_\_\_\_

I understand that this is only admissible in exceptional circumstances. My application is therefore supported as follows:

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Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Has your child already had leave of absence in this school year? Yes / No

I also have children at \_\_\_\_\_

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Decision - Authorised / Not authorised

Reason \_\_\_\_\_

\_\_\_\_\_

Head teacher signature \_\_\_\_\_

**Reply slip to be given to Parent** - Pupil Name: \_\_\_\_\_

The absence will be recorded as Authorised absence / Unauthorised Absence

Reason \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_