



Together we make a difference

### REQUEST FOR LEAVE DUE TO EXCEPTIONAL CIRCUMSTANCES

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind.

Regular attendance at school or alternative provision is a legal requirement and “The Education Act” 1996 makes it a criminal offence for a parent to fail to secure their child’s regular attendance at school. Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances, and parents have no entitlement to take their child out of school for a holiday in term time.

#### PUPIL DETAILS

Name: ..... Date of Birth: .....

Class Teacher: .....

Dates of Requested Absence .....

Total Number of Days Requested .....

**Please state precisely why this absence is to be taken during term time, bearing in mind the comments above.**

.....  
.....

Parent/Guardian Name: .....

Signature: ..... Date .....



**I understand that keeping my child off school for any longer than agreed by the school will result in Unauthorised Absence.**

#### Head Teacher's Response

Authorised / Declined .....( Head Teacher)

Date: .....