



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The Education Regulations 2013, set out by the Department for Education, came into force in September 2013 and state that Head Teachers may not grant leave of absence during term time unless 'exceptional circumstances' exist.

Taking your child out of school during term time could be detrimental to your child's educational progress. A student who has 10 days absence will have missed 50 hours of education.

There is no entitlement for parents to take their child out of school during term time; however, you may apply for leave of absence if you believe there are 'exceptional circumstances'.

If the absence is not authorised and the leave is taken, The Attendance Service may issue a Penalty Notice. This is a £60 (increasing to £120 if not paid within 21 days) per student per parent.

Student Name:	
Date of Birth:	
Year Group:	
Form Group:	

Absence start date:	
Absence end date:	
Number of days requested:	

IMPORTANT: Please remember to attach a letter and/or details of the 'exceptional circumstances' for which you are applying for.

Parents signature:	
Parents name:	
Date:	

For school use only:

Attendance percentage:	Authorised absence:	Unauthorised absence:

