Request for Absence from School

Please read the following guidance carefully. As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013, state that a Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher is also required to determine the number of school days a child can be away from school if leave is granted.

Name of Pupil **Class**

I am applying for leave of absence for my child for_____

from _____to_____ _Number of school days:_____

Time of collection (*if applicable)_____

Please complete the section below as fully as possible: (continue overleaf if necessary). The reason the request for this leave of absence is unavoidable is:

Signed:

Has your child already had leave of absence in this school year? YES / NO

If YES, please give details:

Reply to Parents

Child's Name_____

Please note that your request for absence is acknowledged / approved / not approved* and _____ days authorised / unauthorised* absence will be recorded on file.

Please contact me if you require further information.

Signed_____
(a copy of this sheet to be returned to the parents via pupil post and copy to be put in class register)

*** Delete as required**