



## **APPLICATION REQUESTING LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES**

As you are already aware the Department of Education have made amendments to the current regulations regarding term time absence. They now state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please complete the form below if you believe you have an exceptional circumstance which you would like the Headteacher to consider. **Please note any absence taken without permission will be shown as an unauthorised absence on your child's end of year written report.**

After completing the form, please return it to the school office, giving as much notice as possible.

**Unfortunately, permission will not be given for family holidays in any circumstances or if it is applied for after the absence has taken place.**

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Please complete this section of the form, giving the start and end dates of the period of leave you are writing to request, the number of school days that will be missed together with your reasons for taking your child/ren out of school at the time requested.

I am writing to request leave of absence from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) a total  
of \_\_\_\_\_ school days, for my child / children (names and classes) \_\_\_\_\_  
because

Signed \_\_\_\_\_ (Parent/Carer)                      Date \_\_\_\_\_

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### Absence Request Reply Slip

Name of Child \_\_\_\_\_

Absence authorised / unauthorised