



## Leave of Absence during Term Time

Name of Pupil(s): \_\_\_\_\_ Class(es): \_\_\_\_\_

I wish to apply for leave of absence for my child for the purpose of:

\_\_\_\_\_ (please state reason).

Please supply documentation to support your application.

First day of absence \_\_\_\_\_ returning to school on \_\_\_\_\_

Number of days absence from school: \_\_\_\_\_

***The Department for Education has announced important amendments to legislation surrounding holidays in term time. From 1st September 2013 Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and gives no entitlement to parents to take their child on holiday during term time. The Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.***

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Authorised (for exceptional circumstances) / Unauthorised

\_\_\_\_\_

Tijen Hassan  
Head teacher

*For Office use only – % attendance*

*This year:*

*Last year:*