

*(Administrative use only)*

**Parent's request for exceptional leave:-**

Exceptional leave is / is not agreed by head teacher / school governors

Signature of head teacher: \_\_\_\_\_

Date of letter responding to parent: \_\_\_\_\_

*(Copy to pupil file, with response letter).*

**REQUEST FOR  
LEAVE OF ABSENCE  
DURING THE  
SCHOOL TERM**

# REQUEST FOR LEAVE OF ABSENCE DURING THE SCHOOL TERM

## INFORMATION FOR PARENTS AND CARERS

Only the head teacher can authorise leave of absence during term time. Completing this form will not give you automatic permission to take your child on leave during term time. The head teacher will consider your request and give you a decision in writing.

As a parent or carer you must complete this form if you wish to apply for leave of absence for your child during term time. You should discuss your request for leave of absence with the head teacher **before** you book your trip or buy tickets. The local authority strongly advises head teachers not to authorise leave of absence during term time, and it is unlikely that your request will be approved.

The conditions under which leave of absence may be granted are contained in the Education (Pupil Registration) (England) Regulations 2006.

If your child is taken out of school during term time without authorisation from the head teacher, you may be referred to the local authority. The local authority may then prosecute you in the magistrates' court under the terms of section 444 of the Education Act 1996 or, as an alternative, issue both parents with a penalty notice.

If the head teacher does authorise leave of absence during term time, your child must return to school on the agreed date. If your child does not return to school on this date, the whole period of absence will be classified as unauthorised. You may be referred to the local authority and incur the penalties outlined above.

If your child does not return to school within 10 school days of the agreed date, your child may be removed from the school roll and the admissions register. You must inform the school immediately if your child's return is going to be delayed. Failure to inform the school might mean that you would have to re-apply for a place at the school for your child. There might not be a place available, and you would need to find a place for your child at another school.

## REQUEST FORM

I am requesting permission to take exceptional leave of absence for the child/children named below:-

Name of child/ren: \_\_\_\_\_

Year / Class: \_\_\_\_\_

Period of absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of school days absent: \_\_\_\_\_

Date of return to school: \_\_\_\_\_

Destination: \_\_\_\_\_

**Reason for request for exceptional leave:-**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Brothers and sisters requesting exceptional leave from other schools:-**

Name: \_\_\_\_\_

School: \_\_\_\_\_ Year group/class: \_\_\_\_\_

**Details of person to be contacted if your child does not return to school on the agreed date:-**

Name of contact person: \_\_\_\_\_

Address of contact person: \_\_\_\_\_

Telephone no. of contact person (include international code) \_\_\_\_\_

Email address of contact person: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_