



LEAVE OF ABSENCE REQUEST FORM –
(APPLICATION BY PARENT/S FOR A CHILD’S LEAVE OF
ABSENCE FROM SCHOOL FOR EXCEPTIONAL
CIRCUMSTANCES)

PLEASE NOTE- The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher’s should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances

To the Headteacher,

I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Name of Child..... Year Group

Name of both parents Mr/Mrs/Ms/Miss.....

Address

.....

Dates: From..... To.....

Total number of days requested

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult (s) who will be with your child(ren) During their absence from school.

Continue over the page if necessary

Signed (both parents if applicable)

Date

.....

.....

THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.