

Request for Leave of Absence in Term Time for Exceptional Circumstances

Schools are no longer able to record absences in term time as authorised holidays, leave of absence can only be granted in exceptional circumstances. If you wish to apply for leave of absence, please can you complete this form and return it to **EMAIL@ATTENDANCE** and include any supporting documentation for this leave being classed as an exceptional circumstance. All requests for leave will be considered by the Headteacher and you will be informed of their decision in writing.

From Working Together to Improve School Attendance August 2024

“Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance”.

Pupil Details

Full Name of Pupil	
Registration Group	

Parent/Carer Details - 1

Full Name	
Relationship to Pupil	
Home Address	
Email Address	
Telephone Number	

Parent/Carer Details - 2

Full Name	
Relationship to Pupil	
Home Address	
Email Address	
Telephone Number	

Dates of Absence

First Day of Absence	
Last Day of Absence	

Reason for Leave of Absence Request

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Patent/Carer - 1

Full Name	
Signature	

Patent/Carer - 2

Full Name	
Signature	

