



**Application for Leave of Absence due to Exceptional
Circumstances
(Not Holidays)**

The Education (Pupil Registration) (England) Amendment Regulations 2013

Proposed Dates of Absence: From _____ To _____

I request permission from the Principal for my child to be granted leave of absence for the above dates.

Name _____ Form _____

The exceptional circumstances for this request are:

Signature of Parent _____ Date _____

The completed form should be submitted to the Principal no less than one week before the proposed period of absence.

Permission for leave of absence will only be granted in exceptional circumstances. If permission is refused, any absence for the above period will be recorded as unauthorised. Retrospective applications may not be authorised.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

For Office Use Only

Academic year	
Percentage attendance of pupil	%
Total number of unauthorised absences to date	
Total number of absences as unauthorised holiday to date	