



**Application for Leave of Absence during term time**

From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**. Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application. Evidence may include a letter from an employer, or in the case of Armed Forces or Emergency Services a Superior Officer. The Headteacher will then consider authorising /unauthorising the absence.

**Further Information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at GOV.UK.**

Name of pupil (s)	Year group

Name of parent/carers	
1:	Relationship:
2:	Relationship:
Address (if different from address of child):	
Telephone No:	

Date of leave of absence	
From:	To:
Total number of days:	

**Please list your reasons including any exceptional circumstances for removing your child/children from school during term time.** Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record

**Signed** ..... **Date** .....