



Dear Parents

The Department for Education has issued a directive to schools regarding parental requests for Leave of Absence. Over the last few years, Headteachers have been allowed to authorise requests under 'special' circumstances. However, the new directive determines that requests can only be granted under 'exceptional circumstances.' Family holidays/days out are not considered as exceptional circumstances and therefore any requests for such leave will now be refused.

A request for leave of absence under exceptional circumstances should be made in the usual way.

If you are unsure if your request is likely to be considered as an exceptional circumstance, please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely

Mrs C Furniss  
Head teacher

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
UNDER EXCEPTIONAL CIRCUMSTANCES FROM SCHOOL DURING TERM TIME**



Pupil's Name(s) \_\_\_\_\_ Tutor Group/Class \_\_\_\_\_

I wish to apply for my child/ren to be absent from school during the following dates:

Date/Dates of absence \_\_\_\_\_

Date of last day at School \_\_\_\_\_ Date of Return to School \_\_\_\_\_

Total number of school days missed \_\_\_\_\_

Could you please explain the circumstances that make it necessary to have leave of absence due to exceptional circumstances in term time?

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

*I make application for my child/ren named above to have authorised leave of absence for exceptional circumstances from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.*

Name of Parent/Carer making application \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED LEAVE OF ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES**

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Child/Children's name(s): \_\_\_\_\_

I authorise the request for leave of absence

I do not authorise leave of absence due to the following reasons: It is no longer permissible to authorise holidays in school time and this will be marked as unauthorised absence in the attendance register.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_