

**LEAVE OF ABSENCE REQUEST FORM**

#### FOR EXCEPTIONAL CIRCUMSTANCES

# Academy

PLEASE NOTE – The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** **and the new DfE guidance 2024** state that Headteacher’s should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

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| --- | --- |
| Name of Student(s): | Form GroupForm Group |
| **Address:**      **Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Leave requested:**  **FROM: (day) (date)**  **TO: (day) (date)** | |
| Please supply the reason for the request and why you feel it is exceptional circumstances. | |
| Name of Parent/Carer: | |
| Signature: | Date: |

Absences, which have not been agreed, will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

**For School Use: Authorised / UNauthorised\***

Attendance % ……………………………………... \* delete as appropriate

Previous Leave this Academic Year: Yes/No \* **Head Teacher [JAM] / Deputy Head [CLO]**

Arrange to meet with parent/carer Yes/No \*

Signature……………………………………………………………….