



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.

Name of Student(s):	Form Group _____
	Form 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:

Attendance %

Previous Leave this Academic Year: Yes/No *

Arrange to meet with parent/carers Yes/No *

Authorised / UNauthorised*

* delete as appropriate

Head Teacher [JAM] / Deputy Head [CLO]

Signature.....