



Ellington Primary School



REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006

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

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted. Parents cannot authorise absences; only schools can do this. Head teachers have discretion to grant leave during school term time, but this is not an automatic entitlement.

Any leave of absence request must be submitted to the school office **at least 14 days in advance** of the dates requested.

Name of pupil	
Date of birth	
Address	
Teacher/Year group	
Name of sibling/s & school attended	

I request permission for my child to be granted leave of absence from school between: -

First Day of Absence	
Last Day of Absence	
Total School Days	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. Any documentation supporting exceptional circumstances **MUST** be provided at the time of application. Any supporting information provided after the leave of absence will not be accepted.

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Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on a leave of absence without the prior authorisation of the Head Teacher.

Name of parent:	
Date of birth:	
Address:	
Signed:	
Date:	

Name of parent:	
Date of birth:	
Address:	
Signed:	
Date:	

STAFF USE ONLY	
<i>Date Received:</i>	
<i>Signed:</i>	