



St Mary's RC Primary School

**REQUEST FOR LEAVE OF ABSENCE
DURING TERM TIME (exceptional circumstances only)**

**Education (Pupil Registration) (England) Regulations 2006
Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations make clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of pupil	
Date of birth	
Tutor/year group	
Address	
Contact Numbers	
Sibling Details (or other children living in the household)	

I request permission for my child to be absent from school between: -	
First Day of Absence	
Date of Return	
Total School Days	
Please fully explain the exceptional circumstances that you would like the Head teacher to consider (continue on a separate sheet if necessary).	

Declaration

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

Signature.....
(Parent/Carer)

Date.....