



Exceptional Leave of Absence Application form

Name of pupil.....Year Group.....

Dates requested toTotal number of days.....

Reminder: The Department for Education has amended the national regulations to school attendance. From September 2013 headteachers will no longer be permitted to grant any leave of absence during term time, unless there are exceptional circumstances. This will mean requests for a holiday to be taken during term time will not be authorised.

Reason for Request

Signature of parent / carer..... Date

Signed.....
(headteacher)

Authorised YES / NO

Date