



APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

As a parent or carer, please complete this form and return it to the school office **AT LEAST TWO WEEKS before the date when you want the period of absence to start.** Before the decision is made, the following factors are considered: Attendance %, clash with exam dates, educational progress and other educational factors.

Student's Full Name: Date of Birth:

Form:

Period of absence for days from: to: (inclusive)

Reason for Absence (if request is for a family holiday, please explain the exceptional circumstances why it **MUST** be in term time, if required please attach additional sheets with evidence from your employer)

Name: Relationship to student:

Signed: Date:

Sections below to be completed by school staff only

Current Attendance%

Previous holidays checked

Decision Regarding Request For Leave Of Absence In Term Time

Number of days requested:-

Absence request authorised

Absence request unauthorised

Absence request can be partly authorised

Reason for decision (if appropriate)

Signed:- Headteacher

Please note:- The Education (Pupil Registration) (England) Regulations 2006 allowed headteachers to grant up to 10 days leave of absence in special circumstances for the purpose of a family holiday during term time. Amendments to the 2006 regulations, enacted in September 2013, removed all references to family holidays and extended leave as well as to the threshold of 10 school days. The amendments make it clear that headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. For further information contact educationwelfareservice@buckscc.gov.uk. Fixed Penalty Notices may be issued if the planned absence is not authorised and still taken.