

*Good attendance is vital for every child's education  
and helps forge good habits for life.*



**APPLICATION REQUEST FOR LEAVE OF ABSENCE**

There have been amendments to The Education (Pupil Registration)(England) Regulations 2006 which came into force on 1<sup>st</sup> September 2013. All reference to family holiday and extended leave have been removed. Parents may make an application for leave of absence for an exceptional circumstance. The Head Teacher will decide whether this application and the number of days will be granted.

Please can the following leave of absence be considered:

Name of Child: ..... Year: .....

Start Date: ..... End Date: .....

Total number of School Days: .....

Reason for absence:

.....  
.....  
.....  
.....  
.....  
.....

\_\_\_\_\_  
(Signature of Parent/Carer)

\_\_\_\_\_  
(Date)

**Headteacher's Decision :**

Current Attendance Rate: .....%

(\* Tick as appropriate)

Authorised Reason: .....

Unauthorised Reason: .....

\_\_\_\_\_  
(Headteacher's Signature)

\_\_\_\_\_  
(Date)

