

# Leave of Absence Form

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## DIRECTIVE:

**The Education (Pupil Registration) (England) Regulations 2006 amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

*The head teacher will consider each request individually taking into account the circumstances, such as the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.*

**Name of Pupil:**

**Class:**

I notify the school that my son/daughter will be absent from school on the dates below and request authorisation for the following reason:

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FIRST DAY OF ABSENCE:

LAST DAY OF ABSENCE:

DATE RETURNING BACK TO SCHOOL:

TOTAL NUMBER OF SCHOOL DAYS ABSENT:

I/we confirm that the above directive and Attendance Policy has been read.

Signed:

(Parent/Guardian)

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FOR OFFICE USE ONLY:

AUTHORISED

UNAUTHORISED

CODE:

Head Teacher's Comment:

Head Teacher's signature:

Date: