



FLEETVILLE INFANT & NURSERY SCHOOL AND FLEETVILLE JUNIOR SCHOOL



Application for Leave of Absence

The 2013 amendments to the 2006 Education (Pupil Registration) (England) Regulations specify that head teachers may **not** grant any leave of absence during term time unless there are "exceptional circumstances". This is interpreted as: "...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time."

Examples could include:

- Service personnel returning from / scheduled to embark on a tour of duty
- Bereavement or family crisis
- Significant family event
- When it is company policy for an employee to take leave only at a specified time of the year (written evidence required from employer)

The merits of each individual request will be evaluated against the exceptional circumstances and details given. This will be supported by the evidence considered by the school. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

Name of Pupil:	Class:
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Date of leave of absence from _____ to _____	No. of days _____
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Please state the reason for the request of leave of absence. Please provide as much detail as possible. Continue on a separate piece of paper if required.

Signed _____	Name _____ (Parent/Carer)	Date _____
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Office use only:	Assessment of information
When is the request planned for? September is critical for transition. Exams and tests should be avoided.	
Pupil's attendance level? (Up until Autumn half term use the % figure from the previous year)	
Pupil's school engagement is above, below or in line with expectation?	
Any special mitigating or aggravating circumstances which indicate that this request should be authorised or not authorised?	
Delete where appropriate:	REQUEST APPROVED / REQUEST DENIED

Reason and further information:	Agreed return date _____
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COMPLETED BY:	DATE:
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